



Classification: Personnel Records Clerk III (Uniformed Services Section)

Title Code: V00213

Pay Range: 16

POSITION SUMMARY:

This position involves a variety of advanced technical and specialized personnel-related duties associated with the Human Resources Division. An employee in this position must maintain strict confidentiality of records and other sensitive information that is submitted to the division for processing. Work is performed independently within the framework of policies and procedures; however, the director or assistant director normally clears deviations from established policies and procedures.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates all phases of the trooper selection process (i.e., creates schedules, schedules polygraph examinations and oral interviews, etc.).

Provides advanced clerical support related to the trooper selection process (i.e., answers division telephone, drafts, distributes, and files correspondence; creates and maintains databases, spreadsheets, merge templates and reports; prints requests; makes photocopies; assembles packets, etc.).

Provides assistance to trooper applicants (i.e., directing applicants to Patrol website, navigating through the application, assisting with the application process, etc.).

Processes and files changes to trooper selection process data in appropriate databases and applicant files.

Prepares and disseminates testing materials for remote testing.

Assists with the security and inventory of all examinations and selection process documents.

Conducts trooper applicant drug tests.

Performs credit history checks, criminal history/traffic and tax compliance inquiries on trooper applicants.

Assigns badge numbers for recruits.

Creates and maintains spreadsheets and correspondence using modern office computer and software.

Enters statistical data into a spreadsheet and/or database; compiles and tabulates statistical data as required.

Administers the drug testing program.

May request files by utilizing the State of Missouri Agency Records Tracking (SMART) system.

Relieves personnel assigned to the switchboard as required.

Serves as a back-up to other division personnel as needed.

Performs job related travel as needed.

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Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of business English, spelling, and arithmetic.

Extensive knowledge of modern office practices, procedures, and equipment.

Extensive knowledge of computer applications (i.e. Microsoft Word and Excel).

Ability to maintain personnel records and files (manual and automated).

Ability to maintain organization during all phases of the selection process.

Ability to learn to operate computerized test scoring devices.

Ability to process assignments associated with trooper selection process activities as detailed in the description of duties.

Possess excellent communications skills, to include proper and effective use of grammar, punctuation, and sentence structure.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the public.

Ability to deal with a large amount of work within predetermined deadlines by prioritizing and organizing work.

Ability to enter statistical data into the appropriate database and prepare reports from statistical and/or numerical data.

Ability to learn the Patrol's applicable computer systems and policies.

Ability to type, proofread, and edit correspondence, forms, reports, computer entries, etc.

Ability to accomplish multiple tasks and adhere to multiple deadlines.

Ability to answer the telephone and provide assistance.

Ability to lift up to 50 pounds (i.e., file boxes, equipment, supplies, etc.).

Ability to perform job related travel, as needed.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

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Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED and at least two years of experience as a Personnel Records Clerk II or comparable experience.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.