



**ST. CHARLES COUNTY GOVERNMENT
HUMAN RESOURCES**

<http://www.sccmo.org>

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POSITION ANNOUNCEMENT

**INTERMITTENT SUPPORT
ST CHARLES COUNTY SHERIFF'S DEPARTMENT**

SALARY: \$ 9.75 PER HOUR

Sheriff's Department is seeking a part-time as needed position which may vary in hours and length of service. Initially should be available to work an estimate of 20 hours/ work. Some flexibility to arrange work hours around your availability during normal business hours.

JOB DESCRIPTION: Assists with a variety of general office support tasks that involve data entry; filing; organizing, collating, and copying documents; matching and verifying information; and answering phones. Flexibility to float between divisions as needed, such as forensics, records, civil process or administration. Examples of work may include typing labels and setting up new folders, organizing and filing fingerprint cards, organizing and filing timesheets, copying and collating projects, data entry of lists and codes, data entry of lab results, or organizing warrant cards. Performs other duties as assigned.

REQUIREMENTS: Requires a high school education, GED, or current student status with some clerical training. Some college or general clerical experience is desirable. Requires attention to detail, ability to follow instructions, file alpha and numeric, code and verify data. Equivalent combinations of education and experience that provide equivalent knowledge, skills and abilities will be considered. Requires completion of clerical skills testing with a minimum Data entry score of 70 KSPM with 95% accuracy.

To assure consideration, applications must be received by February 15, 2012 .

TO APPLY: All applications must be submitted only through our Self-Service Website at www.sccmo.org/hr. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second St., Room 519, St. Charles, MO 63301 Monday – Friday 8:00 am – 5:00 pm. **To schedule clerical testing, please call 636-949-7320 ext. 7198.**

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

AN EQUAL OPPORTUNITY EMPLOYER