



**Records Clerk
Public Safety Department**

Primary Responsibilities include customer service, preparing and maintaining accurate law enforcement and investigative records, data entry, filing, report processing and other related clerical duties.

Ideal candidate must have excellent organizational skills, be detail-oriented, able to perform multiple tasks in a fast-paced environment, and possess strong customer service skills. No residency requirement.

Prior data entry/office support experience and strong typing skills preferred.

Starting salary: \$28,762.00/annually (\$13.83/hour). 8 am to 5 pm, (Monday - Friday). For consideration, submit application by 5:00 pm, Friday, February 1, 2019 to:

www.gladstone.mo.us

Call: 816.423.4025

Email: katheriner@gladstone.mo.us

EOE. Drug Free Workplace.