

WE ARE HIRING

Records Clerk I
Starting Pay Rate: \$18.05



The City of Wentzville

The City of Wentzville is committed to being an employer of choice, offering prosperous and meaningful career opportunities, excellent benefits, and flexibility. Wentzville is one of the fastest-growing communities in the state. Come grow with us!

Position Summary

The Records Clerk's typical duties include assisting the Public Safety Department and the public by providing administrative, clerical, and information support. This position will also assist officers by contacting other agencies, gathering statistics, mailing documents, performing records checks and preparing subpoenas, serving as a receptionist, helping citizens, and directing calls accordingly.

This is a part-time position not to exceed an average of 29 hours per week.

Job Requirements

- High school diploma or equivalent required.
- A minimum of one year of clerical experience is required.
- Must pass a comprehensive background investigation.

Knowledge, Skills and Abilities

- Knowledge of the Sunshine Law.
- Knowledge of Uniform Crime Reporting.
- Knowledge of city government and the functions of various city departments.
- Proficiency in the use of basic business software (word processing, spreadsheets, email, presentations) and basic office equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.



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job description

How to Apply:
Apply online at www.wentzvillemo.gov/careers or scan the QR Code. The City of Wentzville is an Equal Opportunity Employer and participates in E-Verify.