



# Records Specialist

Closes On: September 30, 2022 at 10:58 AM CST

**Job Status:** Full-Time

**Shift:** 8:00 AM - 5:00 PM

**Days Worked:** Mon., Tue., Wed., Thu., Fri.

**Details:** Open Until Filled

## Salary Information

\$14.06/hr Step 1 - \$20.97/hr Step 20

## Job Duties

Perform office and telephone reception duties. Enter accurate, confidential information into databases. Process criminal, traffic and civil warrants. Distribute warrant information via warrant worksheet to Deputies. Cancel warrants from local system. Prepare return of executed warrants, process bonds, prepare extradition paperwork, coordinate extradition paperwork with other Agencies and record journal entry information. Work with Transportation Staff regarding transportation correspondence. Complete validations for misdemeanor, felony, missing persons, missing property, Protection from Abuse orders and Protection from Stalking order NCIC entries. Receive, record and process civil process papers including eviction notices, garnishments, subpoenas, summonses, orders, writs, citations, attachments, executions, et al. Consult with Courts, Attorneys and others involved in civil cases. Collect and process fees for service of civil documents. Take requests for copies of accidents and cases. Scan and enter documents. Process and maintain Registered Offender files. Process records checks. Verify Vehicle Identification Numbers (VIN) for inspection purposes. Process concealed carry handgun applications for the Kansas Attorney General's Office. Will have daily contact with the public.

## Minimum Qualifications

1. Must be 21 years of age.
2. Must have a High School diploma or the equivalent.
3. Must have a valid Driver License and be insurable under Saline County fleet insurance policy. (If from out-of-State must obtain a Kansas Driver License within required 90 days.)
4. Prior training/experience in data entry required.
5. Must have general knowledge of computer operations.
6. Must have general knowledge of office procedures.
7. No felony or domestic violence convictions including diversions and expungements.
8. Serious misdemeanor convictions will be evaluated including diversions and expungements.

## Physical Requirements

Determined Work Level: Level 3 – Medium Work \*\*will accept applicants at 2.5. Exerting 20 to 50 pounds of force occasionally, and/or up to 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly. Ability to communicate ideas by means of the spoken word. Ability to hear. Ability to remain sitting for extended periods of time. Ability to pick, pinch or otherwise work primarily with fingers rather than with the whole hand or arm as in handling objects. Ability to use one or both arms or hands to move controls on machinery or equipment. Ability to walk, bend, climb and be able to go outside for a short amount of time periodically.



### **Veteran's Preference**

Former military personnel or their spouse that have been verified as a veteran under K.S.A. 73-201 will receive an interview if they meet the minimum qualifications of the position and successfully pass any required pre-employment testing or any requirements such as licensing. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring officials. To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probationary period of covered positions.

[Veteran's Preference Notice](#)

[Veteran's Preference Eligibility Request Form](#)