

Louisiana Police Clerk

Chief William Jones

202 South 3rd Street, Louisiana, Missouri 63353

40 Hour work week (Monday through Friday 8:00 – 4:30) and Overtime as Needed and Approved

Health Insurance

\$12.50 / hour or DOQ

Job Descriptions

Maintain files and records so they remain updated and easily accessible

Sort and distribute incoming [mail](#) and prepare outgoing mail (envelopes, packages, etc.)

Answer the phone to take messages or redirect calls to appropriate organizations

Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.

Undertake basic bookkeeping tasks and issue invoices, etc.

Take minutes of meetings

Assist in office management and organization procedures

Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages

Perform other office duties as assigned

Must assist Municipal Prosecutor and attend Municipal Court

Requirements and Skills

Prior experience as office clerk or other clerical position

Familiarity with office procedures and basic accounting principles

Working knowledge of office devices and processes

Ability to type 35 words or more per minute

Knowledge of Microsoft Word and Excell

Excellent communication skills

Organizational and multi-tasking abilities

High school diploma