

Sheriff's Office - Records Specialist

Open Clerical/Administrative Support | Full Time

Posting Start Date

02/27/2026

Posting End Date

05/17/2026

Descriptions

Application Information:

Applications received by 05/17/2026 will receive first consideration. If a sufficient number of qualified candidates are received, the application period will close 05/17/2026. If a sufficient number of qualified candidates are not received, the recruitment close date may be extended.

Salary Information:

Salary is \$16.68/hr at Step 1 to \$ 24.94/hr at Step 20.

Job Duties Include:

Perform office and telephone reception duties, enter accurate, confidential information into local computer system, process criminal, traffic and civil warrants, prepare extradition paperwork, complete validations for misdemeanor, felony, missing persons, missing property, Protection from Abuse and Protection from Stalking, receive, record and process civil process papers, enter cases, accidents, traffic tickets, survey cards and field investigation cards into the local computer system, complete monthly reports, process records checks, maintain Registered Offender files, handle confidential and law enforcement-sensitive information on a daily basis, verify vehicle identification numbers for inspection purposes, process concealed carry handgun applications for the Kansas Attorney General's office. Applicant must be able to render credible courtroom testimony. Applicant must not have any criminal convictions (adult or juvenile) including diversion agreements, expunged convictions, or sustained policy violations for any act of dishonesty or racial bias. Perform assigned administrative tasks. Must be able to operate various types of office equipment and do general office work.

Requirements

Minimum Qualifications:

1. Must be 21 years of age.
2. Must have a High School diploma or the equivalent.
3. Prior training/experience in data entry required.
4. Must have general knowledge of computer operations.
5. Must have general knowledge of office procedures.
6. No felony or domestic violence convictions including diversions and expungements.
7. 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. An ability to communicate ideas by means of the spoken word. An ability to hear. An ability to remain sitting for extended periods of time. An ability to pick, pinch or otherwise work primarily with fingers rather than with the whole hand or arm as in handling objects. An ability to use one or both arms or hands to move controls on machinery or equipment. An 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 position.

[Veteran's Preference Notice](#)

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

Benefits

Please review our benefits here: [Benefits - at - a - Glance](#)