



P.O. Box 2229
Branson West, Missouri 65737
(417) 272-3313

The City of Branson West is seeking a full-time Prosecutor / Police Clerk. Clerk is responsible for a variety of tasks related to the Prosecutor/Police operations including processing reports, answer phones, taking messages, process report request, track officers training certificates, complete MULES training, maintain visitor log, track fingerprint cards, maintain employee files, assist in grant applying and reporting, create files for prosecutor, attendance at court, etc. Requirements: High School diploma/GED, Experience with Microsoft Office applications, possess excellent organizational and communication skills. The hours are Monday – Friday from 8:00 -4:30 p.m. City of Branson West offers excellent benefit package. Interested applicants can forward a copy their resume to cityclerk@bransonwestmo.gov or pick up employment application at 110 Silver Lady Lane Branson West, MO 65737. Contact City Clerk Amy McKnight at 417-272-3313 with any questions.