

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Office Assistant II (Crime Scene)**

**POSITION NUMBER: SH1133**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position performs a variety of clerical duties which require the application of some independent judgment and the interpretation of routine policies on the basis of training or knowledge gained through experience on the job. Operates a typewriter, computer terminal, personal computer or other standard office equipment. Performs other duties as assigned. This position is supervised by the Crime Scene Investigation Unit Sergeant.

**WORK PERFORMED**

- 30% Requests For Videos / Photos.** Handles all requests for copies of videos and photographs from the DA's Office, private attorneys, insurance companies, other Law Enforcement agencies, department personnel.
- 20% Typing.** Types reports and drafts simple correspondence. Data entry from reports. Types various documents from transcription.
- 20% General Office Duties.** Performs a variety of clerical duties including copying reports, filing, updating Excel programs. Operates a variety of standard and unique office machinery. Performs simple maintenance on machinery.
- 15% Answering Phones / People At Window / Releasing Property.** Answers and directs all phone calls, assists persons at window, releases property to the owners, other law enforcement agencies, etc.
- 15% Researching Case Dispositions.** Uses a variety of computer programs to research the disposition of cases in order to dispose of evidence/property.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- General office machines and modern office practices.
- The English language, spelling, grammar and arithmetic computations.
- The operation and minor maintenance of a variety of office equipment.

**Ability to:**

- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instruction.
- Operate a variety of office equipment.

**Skill in:**

- The use of computer software and applications.
- Operating a personal computer, computer terminal or typewriter and other common office machines.
- Operating various types of audio/video equipment.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery		X		
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking	X				Slippery Surfaces		X		
Near Vision				X	Standing		X			Work Above Ground		X		
Far Vision				X	Sitting				X	Work Below Ground	X			
Color Vision				X	Carrying		X			Irregular Surfaces		X		
<b>VOICE</b>					Climbing		X			Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting		X			Temperature and Humidity		X		

**EQUIPMENT USED**

Personal Computer	Photocopier	Ladders	Transcription Machine
Printer	Fax Machine	Office Furniture	Audio/Video Equipment
Telephone	Pallet Jack		

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**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

One (1) year of clerical experience or one (1) year of experience in the Office Assistant I classification. Three (3) semester hours of college course work from an accredited college or university or ninety (90) clock hours from an accredited vocational school in business, office administration or closely related field may be substituted for the required experience.

Required to type thirty-five (35) words per minute.

No felony convictions or diversions.

No misdemeanor convictions or diversions related to domestic violence.

Must be a United States citizen.

Valid Driver's License and eligible to operate a County-owned vehicle (HR 2005-7).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five years old; No more than two at fault or chargeable accidents that are less than five years old; No more than two traffic infractions (speeding, failure to yield right of way, etc.) that are less than one year old.

**SPECIAL REQUIREMENTS**

Required to pass a background investigation, polygraph testing, pre-employment physical/drug screen and a review of driving record.

A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information must be completed.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Supervisor's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 10/03  
Revision History: 07/15