

SHAWNEE COUNTY, KANSAS
Position Description
Office Assistant II

POSITION NUMBERS: EL1012

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs a variety of administrative clerical duties. Performs other duties as required. This position is supervised by the Election Manager-Office Administration & Board Workers.

WORK PERFORMED

- 35% Customer Service.** Performs customer service. Assists the customers with completing applications, answering questions from the public, assisting in the successful resolution of problems. Verifies customer's identity and distributes information.
- 30% Support Activities.** Prepares reports and memorandums as required. Schedules meetings and takes notes at meetings as needed. Performs special projects on a variety of complex and sensitive issues. Establishes, maintains, and updates detailed records, files, lists and logs on both computerized and manual recordkeeping systems to assure accurate and reliable statistical reports. Searches files and records for readily identifiable information to include in reports, records, or files. Verifies and inputs data collected. Assists to ensure the compliance of federal, state and local statutes, responses to Kansas Open Records Act (KORA) requests, and other requirements. Assists with the recruitment process to fill vacant election worker positions.
- 25% Clerical & Record Keeping.** Types reports and drafts simple correspondence for supervisor. Performs a variety of clerical duties including copying reports and other documents, answering phones, filing, scheduling appointments and greeting customers. Follows office policies in regards to team proofing plans and procedures. Operates a variety of standard and unique office machinery. Performs simple maintenance on machinery. Accounts for all records and documents accurately according to established procedures and governing statutes- including information on board worker appointments and other various office records and forms as required. Completes, verifies and corrects reports as directed.
- 10% Data Entry.** Performs data entry functions accurately and with attention to detail. Types and/or scans data from forms into computer databases and spreadsheets.

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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.
- Microsoft Office and other computer software packages.
- Standard formats for correspondence, reports and forms.
- The operation and minor maintenance of various 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.
- Use basic word processing, spreadsheet and database applications.
- Proofread and edit various documents.
- Compute, verify and compare figures.
- Establish and maintain working relationships with County employees and the public.
- Operate various office equipment.

Skill in:

- The use of computer software and applications.
- Customer service.
- Usage of Microsoft Office Suite – Word, Excel, PowerPoint, Publisher, Access, and Outlook.

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
HANDS					BODY/TRUNK					OTHER				
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		
ARMS					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				LEGS/FEET					Electrical Hazards	X			
EYES					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			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting	X						X		

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EQUIPMENT USED

Personal Computer
Printer

Telephone
Fax Machine

Photocopier
PC Scanner

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 required. 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.
- Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Must be able to work mandatory overtime on evenings, nights and weekends as needed for the office, especially during regular election cycles (the month of May through the month of November). Vacation leave is also limited during the regular election cycle.
- Accuracy and confidentiality are required. This position requires the handling and processing of personal information including citizenship documents which affect a person's right to vote.

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.

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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: 2/24
Revision History: 03/24