

SHAWNEE COUNTY, KANSAS
Position Description
Office Assistant II (Warrants)

Position Control Numbers: SH1134, SH1135, SH1137, SH1145, SH1148 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 Warrants Sergeant.

WORK PERFORMED

- 45% Document Entry.** Enters and updates warrant/order information into local network, NCIC and KHF. Gathers information to provide complete and comprehensive entries.
- 15% Communication.** Answers telephone, radio and fax transmissions addressing public, government and officers' needs.
- 15% Transportation.** Arranges for the transportation of persons from one location to another by private transport, agreement or appointments and travel itinerary for officers.
- 10% Validation/Second Party Checks/Edits.** Checks local network, NCIC and KHF entries for errors, complete information and proper documentation.
- 5% Bonds.** Prepares bonds when public presents themselves for service and bonding on arrest warrants.
- 5% Filing.** Maintains files and filing system.
- 5% Clerical.** Performs a variety of clerical duties including copying reports and other documents. Operates a variety of standard office machinery. Performs simple maintenance on machinery.

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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.

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				
Hearing			X		Lifting	X				Temperature and Humidity	X			

EQUIPMENT USED

Personal Computer
Printer

Telephone
Fax Machine

Photocopier
Office Furniture

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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.

Obtain and maintain NCIC certification.

A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information will be required.

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