

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

POSITION NUMBER: SH1138A, SH1139A, SH1140, SH1144 **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 Process Sergeant.

WORK PERFORMED

- 60% Document Entry.** Performs data entry.
- 15% Filing.** Maintains files and filing system.
- 10% Miscellaneous Clerical.** Performs a variety of clerical duties including copying reports and other documents and answering phones. Operates a variety of standard and unique office machinery. Performs simple maintenance on machinery.
- 10% Communication.** Gives the public necessary information and refers visitors to proper officials.
- 5% Document Preparation.** Types reports and drafts simple correspondence. Creates forms as needed. Types various documents from transcription.

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 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.
- 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.

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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			

EQUIPMENT USED

Personal Computer Printer Telephone Fax Machine Photocopier
 Calculator

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.

SPECIAL REQUIREMENTS

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

Required to obtain and maintain NCIC certification.

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A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information must be completed and returned with the Application for Employment.

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: 08/19