

SHAWNEE COUNTY, KANSAS
Position Description
Office Assistant II

POSITION CONTROL NUMBER: AP1024

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs a variety of clerical work in the appraisal of real estate and personal property and general office duties of the County Appraiser's office. Performs other duties as required. This position is supervised by the Support Services Manager.

WORK PERFORMED

- 65% Data Entry.** Enters data into multiple real estate, personal property, and imaging applications used in assisting with determining values for real and personal property. Maintain billing system for fee appraiser and request made by the public.
- 30% Phone & Public Assistance.** Answer basic questions regarding real and personal property and direct complex questions to supervisor. Must be knowledgeable and proficient using different databases to answer questions efficiently. Transfer calls to other departments as necessary and educate the public on the appeal process and various courses of action that can be pursued if they have valuation questions or other issues.
- 5% Prepare And Scan Documents.** Prepares paper documents for scanning such as pulling staples, making copies, removing post-it notes, etc. Documents will be processed using the scanner and/or copy machine.

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 various office equipment.

Skill in:

- The use of computer software and applications.

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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	Paper Shredder	Typewriter	Misc. Office Equipment
Telephone	Fax Machine	Printer	
Photocopier	Calculator	Office Furniture	

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 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.

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SPECIAL REQUIREMENTS

Required to pass a pre-employment physical and drug screen.

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: 06/05

Revision History: 07/15