

# SHAWNEE COUNTY, KANSAS

## Position Description

### Office Assistant II

**POSITION NUMBER:** PW1017

**FLSA STATUS:** N

#### **POSITION DESCRIPTION**

Under general supervision, this position performs clerical duties. Performs other duties as assigned. This position is supervised by the County Surveyor.

#### **WORK PERFORMED**

**75% Office Duties.** Files documents and prepares records for permanent storage in accordance with departmental filing procedures. Copies documents as needed. Assists visitors and researches records for County Surveyor, field crew, other professionals and other County departments in obtaining accurate information as needed regarding surveys, plats and other information. Types and edits documents as needed. Sorts mail and distributes appropriately. Maintains survey office records and inventory.

**15% Reporting.** Generates files and billings. Collects monies for copies made. Generates deposit for the Treasurer's office and reports on such deposits. Generates simple reports and may perform simple mathematical calculations. Performs data entry functions.

**10% Receptionist Duties.** Greets and checks in visitors. Schedules appointments for the County Surveyor as needed. Takes messages accurately. Intakes plats/plans/surveys from companies/public for review by the County Surveyor.

#### **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.

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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
<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 Temperature and Humidity				
Hearing		X			Lifting	X							X	

**EQUIPMENT USED**

Personal Computer	Photocopier	Telephone	Laminator
Printer	Fax Machine	Scanner	Two-Way Radio
Telephone	Paper Shredder	Lektriever	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 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.

**SPECIAL REQUIREMENTS**

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

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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.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 04/04

Revision History: 05/07