

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Office Assistant II (Records – 3<sup>rd</sup> Shift)**

**POSITION NUMBER:** SH1149, SH1150

**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 Office Manager.

**WORK PERFORMED**

- 45% Document Entry/Validation/Second Party Checks/Edits.** Updates warrant/protection order information into local network, NCIC and KHF. Gathers information to provide complete and comprehensive entries. Performs validation checks on local network, NCIC and KHF entries for errors, complete information and proper documentation.
- 25% General Office Duties.** Performs a variety of clerical duties including preparing reports and other documents for electronic entries into Records Management System. Operates a variety of standard and unique office machinery. Performs simple maintenance on machinery.
- 15% Request for Records.** Researches and reviews all KORA Requests. Searches files for identifiable information to be included in reports or records. Serves as the agency repository for all request for open records and business record subpoenas to ensure compliance with the Kansas Open Records Act.
- 10% Filing.** Maintains files and filing system.
- 5% Other.** Other duties as assigned.

**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.

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- Operate various 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
<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    Transcription Machine    Telephone    Fax Machine    Photocopier    Printer

**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.

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**SPECIAL REQUIREMENTS**

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

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  
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