

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Office Aide**

**POSITION NUMBER: NWX003**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

This Intermittent 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. Other duties as assigned. This position reports to the Director of Noxious Weed Department.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions may not exceed 988 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

**WORK PERFORMED**

- 25% Customer Service.** Greet customers, process reservations/registrations, answers telephone, takes messages and routes caller to appropriate party. Assists landowners with their noxious weed control purchases. Operates computer-based cash register system.
- 25% Clerical.** Performs standardized clerical duties which follow well-established methods and procedures.
- 25% Filing/Record Keeping/Photocopying/Scanning.** Sorts and files correspondence and documents. Pulls and replaces files and keeps record of the movement of file materials. Copies and scans documents as needed and requested.
- 20% Data Entry.** Performs data entry functions. Checks work for accuracy. Enter data from a variety of documents. Types data from forms into computer databases and spreadsheets. Edits and proofs documents as needed.
- 5% Other Duties as Assigned.**

## Shawnee County Position Description

Intermittent Office Aide (NWX003)

### KNOWLEDGE, ABILITIES AND SKILLS

#### Knowledge of:

- Computer operation
- 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 instructions.
- Operate a variety of office equipment.
- Accurately perform mathematical calculations

#### Skill in:

- The use of computer software and applications including MS Word, and MS Excel (preferred).
- The use of basic arithmetic including addition, subtraction, multiplication and division.
- The use of cash handling techniques.

### 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 – 50 lbs.		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 – 50 lbs.		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 – 50 lbs.		X				X			

### EQUIPMENT USED

Personal Computer  
Printer  
Telephone

Photocopier  
Fax Machine  
Calculator

Scanning Equipment  
Office Furniture

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Eighteen (18) years of age.

Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment drug screen and review of driving record.

Required to lift fifty (50) pounds.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions may not exceed 988 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management’s discretion.

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