

OFFICE OF THE DISTRICT ATTORNEY
THIRD JUDICIAL DISTRICT OF KANSAS
Michael F. Kagay, District Attorney

POSITION DESCRIPTION

Job Title: Processing Clerk
FLSA Status: Non-Exempt
Pay Range: \$12-\$15 per hour (DOQ)

Job Summary: This position is an entry-level position including part-time and full-time schedules. Basic functions include scanning, copying, and handling documents pertinent to the District Attorney's Office. Job duties may require independence in the conduct of standard duties and any special assigned tasks. This position has access to sensitive and confidential information and must maintain confidentiality at all times. Crucial to success in this position is a person who is detail oriented, has a mature attitude, strong work ethic, and the ability to work in a fast-paced environment and develop professional working relationships with all staff members and attorneys.

Primary Duties:

- May serve as an occasional receptionist; greet visitors, receive, and dispense information by telephone, letter or by direct contact with the public.
- Record, index, retrieve, file, and copy correspondence, reports, and other materials according to specific direction.
- Perform a variety of routine and non-routine operations on a PC.
- Expected to be at your workstation, prepared to start work, at or before the required start time on a daily basis.
- Perform other related work as assigned.
- Operation of General Office Equipment: Phone, Personal Computer, Copier/scanner.

Minimum Qualifications:

- Possess a high school diploma or its equivalent.
- Possess a valid Kansas Driver's License.
- Pass a criminal background check.
- Experience with a personal computer
- Experience with Word, Excel, and PowerPoint in a Microsoft environment.
- Ability to understand the policies, procedures, and services of the District Attorney's Office.
- Ability to learn and utilize specialized language and terms.
- Ability to deal with other employees, clients, and other members of the public tactfully and courteously.
- The ability to lift, push, or pull up to 45 pounds.

This job specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.