

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Administrative Assistant (Offender Registration)**

**POSITION NUMBER: SH1167A**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this **unclassified** 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. The duties would also entail the supervision of Office Assistants, and training of employees in office procedures and processes concerning offender registration. The administrative assistant maintains appropriate electronic and physical files of offender registration. The employee must be able to operate a typewriter, computer terminal, personal computer or other standard office equipment. Performs other duties as assigned. This position is supervised by the Criminal Investigations Division Sergeant. This is an unclassified position and serves at the pleasure of the Sheriff of Shawnee County. This position is an unclassified position and serves at the pleasure of the Shawnee County Sheriff.

**WORK PERFORMED**

- 30% Offender Data Entry.** Assists Offender Registration coordinator in records keeping. Performs data entry from offender reports and forms to include NCIC entry and validation.
- 20% Registering Offenders.** Assists Offender Registration coordinator in the daily registering of offenders. Will also register offenders when Offender Registration coordinator is not available.
- 20% Research and Phone Communication.** Locates non-compliant offenders and researches information for criminal cases of offender registration. Makes telephone contact with offenders to schedule appointments, gain information, and locate individuals.
- 20% Typing, Filing and Organizing.** Types correspondence to registered offenders. Prepares all correspondence for mailing. Types all reports related to criminal cases of offender registration. Files and maintains all offender records, forms and case files.
- 10% Supervision of Staff.** Supervises staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products.

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**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.
- Kansas Offender Registration Laws and Requirements.

**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.
- Deal with a wide variety of persons and circumstances.

**Skill in:**

- The use of computer software and applications.
- Operating a personal computer, computer terminal or typewriter and other common office machines.
- Operating various types of audio/video equipment.

**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				
Hearing				X	Lifting		X			Temperature and Humidity		X		

**EQUIPMENT USED**

Personal Computer      Photocopier      Office Furniture      Transcription Machine  
Printer      Telephone      Fax Machine      Audio/Video Equipment

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**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

One (1) year of clerical experience or one (1) year of experience in the Office Assistant II classification. Two years experience in Kansas Offender Registration or other state criminal offender registration. 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. At least 1 year of supervision experience or managing personnel or other activities.

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.

**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.

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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: 05/12  
Revision History: 10/17