

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Elections Data Entry

POSITION NUMBERS: ELX002B

FLSA STATUS: N

POSITION DESCRIPTION

Under immediate supervision, this position performs a variety of clerical duties. May operate a computer or other standard office equipment. Performs other duties as assigned.

WORK PERFORMED

75% Clerical Performs standardized clerical duties which follow well-established methods and procedures. Sorts mail. Posts invoices, vouchers, and other fiscal and statistical records according to standard procedures. Make routine arithmetical calculations.

25% Filing/Record Keeping Sorts and files correspondence and documents. Pulls and replaces files and keeps records of the movement of file materials.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Modern office practices, procedures, and equipment
- Business English, Spelling, Arithmetic

Ability to:

- Understand and follow oral and written instructions
- Make routine arithmetical computations and tabulations accurately and with reasonable speed
- Lift and move election equipment

Skill in:

- The use of computer software and applications.

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
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			

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Throwing		X		Lifting	X		Around Moving Machinery		X	
ARMS				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			LEGS/FEET			Electrical Hazards	X		
EYES				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		
VOICE				Climbing	X		Moving Objects	X		
Talking		X		Jumping	X		In High Volume Traffic	X		
EARS				Turning	X		Exposure to Marked Changes in			
Hearing			X	Lifting		X	Temperature and Humidity		X	

EQUIPMENT USED

Personal Computer

Telephone

Photocopier

Printer

Fax Machine

PC Scanner

Electric Letter Opener

Paper Shredder

Calculator

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

One (1) year of clerical experience

PREFERRED QUALIFICATIONS

Driver's License

SPECIAL REQUIREMENTS

Required to lift forty (40) pounds.

Must be able to work mandatory overtime as needed

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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.

_____	_____
Employee's Signature / Printed Name	Date

_____	_____
Administering Supervisor's Signature / Printed Name	Date

_____	_____
Appointing Authority's Signature / Printed Name	Date

Created: 3/14
Revision History: