

SHAWNEE COUNTY, KANSAS
Position Description
Office Assistant II

POSITION CONTROL NUMBER: AP1026

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs a variety of clerical work in the appraisal of real estate and personal property and general office duties for the County Appraiser's office. Performs other duties as required. This position is supervised by the Support Services Manager.

WORK PERFORMED

- 75% Clerical Duties.** Be knowledgeable and proficient using a multitude of databases to communicate effectively and assist other departments and the public when dealing with appraisal information. Enter data into multiple real estate and personal property computer applications. This would include, but not be limited to: Application Extender, Orion, CIC, APEX, Excel spreadsheets, etc. Cover receptionist desk as needed due to illness or vacations taken by other staff members. Make labels. Date stamp mail. Make deliveries to Courthouse and other mailing facilities. Assist other staff members with questions. Maintain the building permit system through tracking permits issued by City of Topeka, Shawnee County, and all other townships located within our jurisdiction. Maintain Mobile Video database by editing, adding, deleting, and reassigning ID#'s to ensure the correct and most up-to-date photo is accessible to the appraisers and the public. E-mail documents requested by public and fee appraisers daily. Complete other clerical tasks as assigned.

- 15% Prepare And Scan Documents.** Prepares paper documents for scanning such as pulling staples, making copies, removing post-it notes, etc. Documents will be processed using the scanner.

- 5% Phone Assistance.** Answers questions, transfer calls to other departments as necessary, and educates the public on the appeal process and various courses of action taxpayers may pursue if they have valuation questions or other issues.

- 5% Quality Assurance.** Assist with reviewing other staff members work to ensure accuracy of the data.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General office machines and modern office practices.
- The English language, spelling, grammar, and arithmetic computations.

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- 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.
- Operate various office 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			
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	Paper Shredder	Typewriter	Misc. Office Equipment
Telephone	Fax Machine	Printer	
Photocopier	Calculator	Office Furniture	

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 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.

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Valid Driver's License and eligible to operate a County-owned vehicle (HR-2005-7).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents 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 physical/drug screen and a review of driving record.

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: 06/05
Revision History: 07/15