

SHAWNEE COUNTY, KANSAS
Position Description
Office Assistant II

POSITION NUMBER: PW1016

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs clerical duties. Performs other duties as required. This position is supervised by the Administrative Officer.

WORK PERFORMED

- 25% Customer Service.** Provides customer service for the Public Works department. Answers phones and routes calls to the appropriate person. Takes messages accurately. Greets public and assists them.

- 20% Clerical.** Performs a variety of clerical duties to include: opening and distributing mail, scheduling conference rooms, making copies and folders as needed. Types, proofs and mails correspondence.

- 15% Data Entry.** Performs data entry into various programs such as Cartegraph and mainframe as well as Microsoft Excel.

- 15% Filing.** Verifies, matches and files payment vouchers and invoices for the department on all projects and purchases. Files all paperwork relating to projects in the appropriate folders and maintains the master filing system.

- 10% Entrance Permits and Line Locates.** Processes entrance, moving and block party permits. Gives entrance permits to Engineer Technician for inspection. When complete, enters into system and mails copy of report to applicant. Takes monies and enters into daily log. Issues road closings for the public. Makes sure moving permit applications are kept current on bonds and insurance.

- 10% Sewer Payments.** Maintains the sewer records for the Deerbrook and West Indian Hills Subdivisions. Records and applies all payments to the correct accounts. Directs IT for the billing operation. Prepares property liens against delinquent accounts.

- 4% Certified Payroll.** Verifies certified payroll amounts match the amounts set in the contract. Makes sure copy of contract is in master file.

- 1% NPDES.** Attends meetings for the National Pollution Discharge Elimination System and takes minutes as directed. Transcribes minutes and provides to members.

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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.

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.

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	Photocopier	Office Furniture	Lektriever
Printer	Fax Machine	Scanner	Two-Way Radio
Telephone	Calculator	Laminator	Paper Shredder

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MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

One (1) years of clerical experience or one (1) year of experience in the Office Assistant I classification. 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.

Required to type thirty-five (35) words per minute.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical and drug screen.

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: 07/06
Revision History: 11/11