

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Office Assistant II (Records)**

**POSITION NUMBER:** SH1141, SH1142, SH1143, SH1146,                   **FLSA STATUS:** N  
SH1149, SH1151, SH1152

**POSITION DESCRIPTION**

Under general supervision, this 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. Operates a typewriter, computer terminal, personal computer or other standard office equipment. Performs other duties as assigned. This position is supervised by the Office Manager.

**WORK PERFORMED**

- 45% Typing.** Types reports and drafts simple correspondence. Data entry from reports. Types various documents from transcription.
  
- 30% General Office Duties.** Performs a variety of clerical duties including copying reports and other documents and answering phones. Operates a variety of standard and unique office machinery. Performs simple maintenance on machinery. Scan old files into the current Records Management System. Research Jail book-ins and update or create criminal files as needed, file old criminal jackets when appropriate.
  
- 15% Customer Service.** Speak with the public by phone and in person and produce reports for them when appropriate. Assist officers from our agency and others with searches for reports and provide them when needed.
  
- 5% Filing.** Maintains files and filing system.
  
- 5% Assist Services Division.** When services division is not on duty assist them by checking for warrants and process papers as well as make updates to NCIC and SPROCS regarding actions taken.

**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 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.

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**Skill in:**

- The use of computer software and applications.
- Operating a personal computer, computer terminal or typewriter and other common office machines.

**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 Temperature and Humidity				
Hearing				X	Lifting		X				X			

**EQUIPMENT USED**

Personal Computer    Transcription Machine    Telephone    Fax Machine    Photocopier    Printer

**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 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.

No felony convictions or diversions.

No misdemeanor convictions or diversions related to domestic violence.

Must be a United States citizen.

Valid Driver’s License and eligible to operate a County-owned vehicle (HR-2013-2).

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SH1152)**

HR-2013-2: 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 years old; No more than two at fault or chargeable accidents that are less than five years old; No more than two traffic infractions (speeding, failure to yield right of way, etc.) that are less than one year old.

**SPECIAL REQUIREMENTS**

Required to pass a background investigation, polygraph testing, 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

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