

NOTICE OF JOB OPENING

--

Posting Begins	July 14, 2022	Posting Ends	August 17, 2022
-----------------------	---------------	---------------------	-----------------

Position Title	LEAD FISCAL SUPPORT ASSISTANT
-----------------------	--------------------------------------

Department	Finance	Division	Treasury
-------------------	---------	-----------------	----------

	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Courthouse/Annex
-----------------------------	------------------

BRIEF JOB DESCRIPTION: Perform a variety of duties such as assisting customers with making real estate and personal property tax payments, taking in monies and assisting customers with a variety of other payments; entering information into a wide variety of computer systems; identifying and tracking bankruptcy filings affecting tax payments; balancing cash drawers; pulling, copying, faxing, and filing files and documents; and keeping logs of transactions.

MINIMUM QUALIFICATIONS: Experience in bookkeeping or accounting work including computerized applications or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Knowledge of current State of Kansas Real Estate and Personal Property tax laws is preferred. Customer service and money handling experience is required. Position requires the ability to adapt to different demand levels and to learn new software products. Knowledge of PC Windows and ten key by touch. Must have good oral and written communication skills and have the ability to work with co-workers and the public courteously and tactfully. Must perform various job duties as assigned.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$19.02/hr.	PI #	6662	Class. Code	0201
---------------------	-------------	-------------	------	--------------------	------

Ext

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age, or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND
EMPLOYMENT ELIGIBILITY**

EOE

The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.