

NOTICE OF JOB OPENING

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Posting Begins	June 30,2022	Posting Ends	July 27,2022
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Position Title	ADMINISTRATIVE SUPPORT ASSISTANT
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Department	Appraiser's Office	Division	
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	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	8200 State Avenue, Kansas City, KS
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BRIEF JOB DESCRIPTION: Responsible for performing routine duties daily. Duties include: greeting and assisting the public, answering telephones and transferring calls; responding to customer complaints or requests for information; processing open records request; receiving, sorting, processing and distributing mail; prepare letters and correspondences; assisting with scheduling appeals; reviewing deeds and other legal documents; entering data into computer, printing, copying and faxing, maintaining files, along with other clerical duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Sufficient knowledge of Microsoft Office Suite products to adequately perform tasks assigned. Knowledge of clerical and office functions, procedures and activities, basic mathematics; data entry strongly preferred. Bilingual in English/Spanish preferred.

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

Salary Range	\$16.82/hr.	PI #	6777	Class. Code	0098
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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
The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
EOE