

NOTICE OF JOB OPENING

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Posting Begins	May 26, 2022	Posting Ends	July 13, 2022
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Position Title	ADMINISTRATIVE SUPPORT SPECIALIST
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Department	General Services	Division	Delinquent Real Estate
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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	710 N. 7 th Street, 2 nd Floor
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BRIEF JOB DESCRIPTION: Answers phones and responds to public requests for information. Provides clerical support in researching tax information, typing data, performing redemption applications and preparing summons for service. Provides assistance to Legal Counsel for Delinquent Real Estate Division; attends and prepares documents for court hearings, assists in preparation of annual tax sales. Assists in auctioneering the tax sales, prepares a variety of reports and assists with other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED and three years of experience in the area of assignment or an equivalent combination of education and experience sufficient to perform the essential duties of the position; ability to maintain filing systems, prepare reports and coordinate with other departments. Must have experience in working in a team environment and have a strong customer service background. Knowledge of Microsoft Software (MS Word and Excel). Good written and oral communication skills. Typing at 40 wpm. English/Spanish bilingual strongly preferred

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

Salary Range	\$19.02/hr.	PI #	6156,6155	Class. Code	0099
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EXT 6/29/2022

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