

NOTICE OF JOB OPENING

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Posting Begins	June 9, 2022	Posting Ends	July 13, 2022
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Position Title	OFFICE ASSISTANT III
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Department	Police	Division	Animal Services
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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	3301 Park Drive, Kansas City, KS-Animal Services Shelter
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BRIEF JOB DESCRIPTION: The primary function of this position include dispatching calls for service and assisting customers in person and on the telephone, this is done while prioritizing complaints and request for information. This is complex and varied clerical work that involves daily use of Microsoft Office programs and Chameleon shelter software. This position is a source of clerical support for administrative, professional, and technical employees. Work also involves performing independent clerical work involving significant procedure and sequence. This position requires extensive public contact and excellent customer service. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Excellent communication and customer service skills, spelling, accuracy, punctuation and grammar skills; knowledge of departmental policies, city ordinances, call prioritization and city geographic locations. Bilingual-Spanish speaking is preferred.

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

Salary Range	\$16.01/hr.	PI #	0391	Class. Code	0119
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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 SUBIT 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