

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	June 9, 2022	<b>Posting Ends</b>	July 6, 2022
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<b>Position Title</b>	<b>PROFESSIONAL ASSISTANT</b>
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<b>Department</b>	Public Works	<b>Division</b>	Buildings and Logistics
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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

<b>Location of Position</b>	701 N. 7 <sup>th</sup> St.
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**BRIEF JOB DESCRIPTION:** Responsible for coordinating special project committees and participating in a wide variety of meeting and projects; providing customer service and responding to customer complaints or requests for information; providing project supervision; assisting in the preparation and monitoring of the annual budget; monitoring cash handling procedures; compiling and maintaining statistical information and creating a variety of reports; maintaining inventories of office equipment, supplies and forms and reordering of supplies as necessary; tracking departmental personnel records and supervising record retention and disposal and serving as a liaison between the office/department and other departments; supervising administrative staff along with performing general operations and clerical duties.

**MINIMUM QUALIFICATIONS:** Associate degree in field related to the area of responsibility and three years of progressively responsible administrative support experience in the area of assignment; or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

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

<b>Salary Range</b>	\$19.05-24.90/hr.	<b>PI #</b>	3849	<b>Class. Code</b>	0106
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**EXT 06/23/22**

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**