

# NOTICE OF JOB OPENING

<b>Posting Begins</b>	September 30, 2021	<b>Posting Ends</b>	October 27, 2021
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<b>Position Title</b>	<b>FISCAL SUPPORT ASSISTANT</b>
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<b>Department</b>	Finance	<b>Division</b>	Treasury
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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>	Courthouse and Annex Office
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**BRIEF JOB DESCRIPTION:** Performs a variety of clerical duties such as but limited to: answering phones; answering questions and providing information regarding services; Vehicle title and registration, renewing license plates, taking in monies and assisting customers with payments; entering information into a wide variety of computer systems; identifying delinquent tags/taxes/payments; balancing cash drawers; pulling, copying, faxing, and filing files and documents; and keeping logs of transactions.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Experience with customer relations, counting and working with money, data entry, and 10-key by touch. Ability to work with the public and other office personnel courteously and tactfully. Ability to make arithmetic computations. Ability to work overtime assisting customers.

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

<b>Salary Range</b>	\$18.47/hr.	<b>PI #</b>	6957, 6676 6677	<b>Class. Code</b>	0203
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## NEW!! SIGNING/RETENTION BONUS

**Signing Bonus:** New hires will receive \$250.

**Probation Completion Bonus:** New hires successfully completing their probationary period within initial 6 months of employment will receive \$500.

**Retention Bonus:** New hires who establish residency and remain continuously employed for two years from the date of hire will receive \$2,000. (Residency requirement must be fulfilled)

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.*

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