

NOTICE OF JOB OPENING

Posting Begins	August 11, 2022	Posting Ends	October 5, 2022
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Position Title	ADMINISTRATIVE SUPPORT SPECIALIST
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Department	District Attorney's Office	Division	Justice Complex
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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 North 7 th Street – West Building
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BRIEF JOB DESCRIPTION: Responsibilities include the preparation of legal documents (subpoenas, journal entries, legal briefs and many other legal documents for attorneys, investigators and law enforcement agencies). Duties may include various tasks that would assist prosecutors in case preparation. Incumbent will also be responsible for answering a high volume of incoming calls in a professional manner and must have the ability to handle numerous customer questions, file requests and other office tasks and duties as assigned.

MINIMUM QUALIFICATIONS: High School diploma or GED and three years experience in the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Should possess good organizational skills. Great people skills a plus. Typing at 45 words per minute. Knowledge of basic office procedures and equipment. Knowledge of Microsoft PC applications.

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

Salary Range	\$16.17- \$20.58/hr.	PI #	6261,6274, 6254, 6258	Class. Code	0102
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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.

The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

**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**