

NOTICE OF JOB OPENING

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| Posting Begins | July 7, 2022 | Posting Ends | September 28, 2022 |
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| Position Title | FISCAL SUPPORT SPECIALIST |
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| Department | NRC | Division | Administrative Division |
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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 |

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| Location of Position | 4601 State Ave. |
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BRIEF JOB DESCRIPTION: Duties include a variety of work associated with the issuance of building, plumbing, mechanical, electrical, and other City permits. Provide support and assistance at the public counter and over the telephone on City ordinances, policies and procedures related to the permit process. Correctly interpret and apply the policies and procedures of the Building Inspection division: interpret building policy and procedures to the public; communicate clearly and concisely, both orally and in writing. Cashier duties, including in taking money, balancing and receipts for fess paid. Record keeping, scheduling inspections for the public and contractors in the Building Inspection Division, answering phones and voicemails – very high phone volumes. Serve as back up for the permit technician as needed- duties included but not limited to: intaking plans, issuing permits and minor plan check. Inform project applicants of city requirements processes and time frames from initial contact to completion of projects-beginning with application acceptance, plan review, inspections, and permit closure.

MINIMUM QUALIFICATIONS: Associate degree in Accounting, Business or a closely related field and three years of experience related to the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Typing at 40 words per minute.

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

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| Salary Range | \$16.17-\$20.58/hr. | PI # | 3678 | Class. Code | 0213 |
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Ext 9/15/22

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.

The Unified 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**