

NOTICE OF JOB OPENING

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Posting Begins	November 18, 2021	Posting Ends	October 12, 2022
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Position Title	OFFICE ASSISTANT III
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Department	Police	Division	Records
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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	Various Police Department locations
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BRIEF JOB DESCRIPTION: This is complex and varied clerical and office work involving the exercise of some independence in the conduct of standard duties. Positions in this class require expertise in the operation of one or more office machines and in complex office systems and procedures. An employee in this class is normally a source of clerical support for one or more administrative, professional, or technical employees. Work involves performing duties as a technical clerk or typist; or independent clerical work involving significant procedure and sequence. Work is reviewed by observation of results obtained. Some positions require extensive public contact and lead worker responsibilities. Perform any other duties as required.

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.

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

Salary Range	\$16.01/hr.	PI #	0392, 0953	Class. Code	0119
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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.

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