NOTICE OF JOB OPENING

Posting Begins       March 19, 2020
Posting Ends         April 1, 2020

Position Title       ADMINISTRATIVE SUPPORT SPECIALIST

Department           Election Office
Division             

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<th>New Position</th>
<th>Replacement</th>
<th>Seasonal Temporary</th>
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<tr>
<td>Full-time</td>
<td>40 Hrs./Week</td>
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<td>Part-time A</td>
<td>Part-time A</td>
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<td>Hrs./Week</td>
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Location of Position 850 State Avenue

BRIEF JOB DESCRIPTION: The Incumbent is responsible for accurate registration of voters according to the requirements of Kansas Statues and the Kansas Election Standards utilizing the proprietary voter registration database. Responsible for reviewing voter registration application for completeness; enter properly completed applications in the Election Voter Information System; updates voter registration records for changes submitted by registrants; maintains official records of voter registration and the security of personal voter information; maintains voter registration data for accuracy and status; verifies voter registration of petition signers; validates or rejects petition signers according to specific statutory criteria; identifies and categorizes voted provisional ballots according to specific criteria; trains and assists temporary staff for voter registration; answers voter and applicant questions concerning registration and voting; additional duties or responsibilities which may be 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 PC applications (WORD). If scheduled for an interview, the candidate will be required to complete assessments which will vary by positions: Typing (speed and accuracy), Data Entry, Spelling, Grammar, Math, Copying Numbers and Alphabetizing.

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

Salary Range        $15.55- $19.79/hr.
PI #                6978
Class. Code         0102

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