NOTICE OF JOB OPENING

Posting Begins | March 5, 2020 | Posting Ends | April 1, 2020

Position Title | ADMINISTRATIVE SUPPORT SPECIALIST

Department | Dept of Admin/Clerk/Tax Div

| New Position | X | Full-time | 40 Hrs./Week |
| Replacement | X | Part-time A | Hrs./Week |
| Seasonal Temporary | | Part-time B | Hrs./Week |

Location of Position | 3rd Floor – East Building

BRIEF JOB DESCRIPTION: Responsibilities include: Receive, interpret, research, process and document work requests for both internal and external sources. Work in multiple systems simultaneously as well as partner across multiple departments in a fast-paced environment. Ability to seek out, utilize and adhere to the organization’s policies and procedural reference materials to manage and maintain property ownership is required. Prepare, attend and transcribe evening Standing Committee and Full Commission meetings (approximately 3 per month after 5pm); compile and type agendas, proofread and edit documents from notes and recordings. Prepare weekly routine business material, and various secretarial duties; order office supplies as needed; prepare appropriate payment documents and may be responsible for paying bills for divisions; receive, respond, and/or route Kansas Open Records Requests; prepare and distribute vendor warrants; deliver in-house mail on an as-needed basis; serve as backup for attending and typing results of bid openings; and assist with Homestead, Food Sales Tax, and the UG’s Senior Citizen Utility Tax Rebate for eligible residents. Position involves high level of face-to-face and telephone customer service.

MINIMUM QUALIFICATIONS: High School Diploma or GED and three years secretarial experience. Exceptional English grammar and punctuation skills is a must. Typing speed 60+ wpm preferred. Excellent communication skills, organizational skills, proficient in Microsoft Office (specifically Word and PowerPoint). Ability to transcribe meetings and work at computer for long periods of time. Superb time management. Ability to work evening hours to attend meetings. Ability to maintain composure under pressure. 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 # | 6089

OC# | 0102

Extend 4/1/20

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