

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	December 15, 2016	<b>Posting Ends</b>	January 11, 2017
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<b>Position Title</b>	<b>FISCAL SUPPORT ASSISTANT</b>
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<b>Department</b>	Finance	<b>Division</b>	Treasury
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	New Position		Full-time		Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary	X	Part-time B	-20	Hrs./Week

<b>Location of Position</b>	710 N. 7 <sup>th</sup> Street, Ste 240 Kansas City, KS 66101
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**BRIEF JOB DESCRIPTION:** Performs a variety of clerical duties such as but limited to: answering phones; answering questions and providing information regarding services; Vehicle title and registration, renewing license plates, taking in monies and assisting customers with payments; entering information into a wide variety of computer systems; identifying delinquent tags/taxes/payments; balancing cash drawers; pulling, copying, faxing, and filing files and documents; and keeping logs of transactions.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Experience with customer relations, counting and working with money, data entry, and 10-key by touch. Ability to work with the public and other office personnel courteously and tactfully. Ability to make arithmetic computations. Ability to work overtime assisting customers. If scheduled for an interview, the candidate will be required to complete assessments which will vary by positions: Typing (Speed & Accuracy), Data Entry, Spelling, Grammar, Math, Copying Numbers and Alphabetizing.

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

<b>Salary Range</b>	\$15.39/hr.	<b>PI #</b>	6668	<b>Class. Code</b>	0203
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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.

**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**