

*in-house*

## SALINE COUNTY VACANCY ANNOUNCEMENT

**POSITION:** Office Technician  
**DEPARTMENT:** County Clerk's Office  
**DATE:** May 19, 2022

**DUTIES & RESPONSIBILITIES INCLUDE:** Responsible for department reception to include answering phone calls and visitors. Performs various tasks in both the Election and Clerk division of the office. Processes, maintains, distributes, and archives deeds and court documents in the Clerk transfer book as required by statute. Processes, updates, and maintains tax roll changes and adjustments for real estate, personal property, oil and gas and special assessments through abatements, refunds and added tax transmittals in the tax software. Assists with processing special assessments annually. Responsible for Kansas Department of Wildlife and Parks Outdoor Automated Licensing System. Receives and processes payments for services. Processes, verifies, and mails weekly boat registration report to Kansas Department of Wildlife and Parks. Archives and maintains State Wildlife and Parks Commission records of fish and game license sales. Assists in all aspects of the election process which includes pre-election, election day and post-election responsibilities such as publishing notices, supplying bag preparation, setting up polling places, etc. Assists with voter registration processing, advance ballot requests and receipts, recruiting election workers, training of poll workers on all election equipment, prepares all mass mailings, verifying petitions for candidate filings and potential ballot questions. Creates and submits recommendation forms to political parties for election board workers. Processes, maintains, and updates all election worker documentation, assigns training classes, assigns positions and locations for election day. Generates all notices for election workers and supervising judges. Instructs voters on the electronic voting machine process. Maintains confidentiality and security regarding elections. Assists poll workers. Prepares Homestead and Safe Senior Tax Returns for qualified individuals in accordance with the Kansas Department of Revenue guidelines utilizing the Kansas Department of Revenue online filing system. Scans, monitors, and maintains documentation. Processes applications according to Kansas Department of Revenue Alcohol Beverage Control, prepares licenses, works with Sheriff's Office for background checks and completes required state reporting using the state's online portal. Completes weekly money deposits to the County Treasurer. Writes clearly and informatively, edits work for spelling and grammar, varies writing styles to meet needs, presents numerical data effectively and is able to read and interpret written information. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, develops alternative solutions and works well in group problem-solving situations. Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance and monitors their own work to ensure quality.

### **MINIMUM QUALIFICATIONS:**

1. Must have a High School diploma or the equivalent.
2. Must have experience with general office practices and procedures.
3. Must be able to type at least 40 words per minute.
4. Must be able to operate a 10-key calculator.
5. Must be able to operate a multi-line phone system.
6. Must be able to communicate and work well with the public and other department personnel and staff.
7. Must be proficient in the operation of a personal computer, preferably in Microsoft Office products.
8. Must have experience with cash handling and knowledge of bookkeeping procedures.
9. Must be able to handle confidential information regarding statewide voter registration information.
10. Must be self-motivated and able to work independently.
11. Will be required to work overtime during election cycle.
12. An ability to multi-task, meet deadlines, prioritize, pay attention to detail and maintain accuracy while dealing with constant interruptions.
13. Must have a proven ability to plan and organize work

**GRADE:** 7N

**SALARY RANGE:** \$13.35/hour at Step 1 to \$19.89/hour at Step 20.

**APPLICATIONS:** In-house applications can be found at the following link on the Intranet [click here](#) or by picking up at the Human Resource Division. The in-house applications will be accepted thru May 27, 2022.