



20201 East Jackson Drive • Independence, Missouri 64057
independencemo.org • 816-325-7000

<u>POSITION</u>	<u>HOURLY RATE</u>
Administrative Assistant II (PA)	\$16.74 - \$25.11

Provides clerical and administrative support duties for the city municipal prosecutors. Performs assigned clerical functions such as filing/entering cases/citations, organizing cases/citations, and scanning, redacting cases/citations, requesting police reports and driving records, processing discovery requests, and any other clerical issues as assigned. Enters and retrieves information into a computer in order to update records, process transactions or respond to requests for information. Formats and types letters, memos, and other correspondence. Answers the telephone and interacts with the public and City staff to respond to inquiries and requests. Performs related duties.

Minimum Qualifications: High school diploma or GED; and two to three years of clerical experience which involved interacting with the public to disseminate information; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Valid driver's license required. Must be able to complete NIMS training within six (6) months of hire.

Knowledge, Skills, and Abilities: Knowledge of general office procedures, bookkeeping and/or accounting, policies, and practices; applicable state, federal and local laws, rules and regulations; computer applications related to the work. Skilled in the operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems. Skilled in the use of Microsoft Office applications, including Word, Excel, and Teams; and various specialized database systems. Ability to communicate effectively orally and in writing.

Physical Demands: Regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and talk or hear. Occasionally required to lift and/or move up to 10 pounds.

Typical Working Conditions: Occasional exposure to outdoor weather conditions, fumes, or airborne particles. Working conditions are typically moderately quiet.

In addition to the application, testing and/or examinations may be required for further consideration on this position.

Equal Employment Opportunity Statement

The City of Independence is an Equal Opportunity Employer, and it is our policy to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category. The City of Independence is a background screening, drug-free workplace.

The City of Independence provides reasonable accommodations to qualified individuals with disabilities. If you would like to request a reasonable accommodation in order to apply for a job, please submit your request to humanresources-coi@indepmo.org.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right in coordination with the governing union (if applicable) to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.