

Position Description

Classified/Unclassified	Regular/Temporary	Full-Time/Part-Time	% of Time
Unclassified	Regular	Full-Time	100%
Employee Name		Position Number	Position Title
[REDACTED]		K0239824	Senior Admin Assistant
Supervisor Name		Supervisor Position Number	Supervisor Title
[REDACTED]		[REDACTED]	Scanning Supervisor
Location		Department ID	Division
Zibell Building		5658561000	Financial and Document Management
FLSA Status		Work Schedule	Regular Hours of Work
Non-Exempt		8 Hours/Day Mon - Fri	7:30 am - 4:00 pm

1. Please Summarize the duties of this position for posting in the job announcement. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

This position is in the scanning unit of Channel Management, responsible for scanning paper documents converting them to images that feed into Channel's Fairfax system. Extensive knowledge of tax forms is required to correctly identify over 20 different tax forms associated with 12 different tax types. Monitors scanning images stopping the batch if problems are identified. Prepares documents for shredding after they are processed out of Channel. Works daily delete log, pulling batches to rescan. Ensures proper maintenance of scanning equipment, daily cleaning and changing rollers and lenses as needed. Performs mail extraction duties, following established procedures. Prepares forms for scanning, ensuring similar forms are batched together, forms are in the correct order, batch size is appropriate for the tax type. Reviews, corrects and performs data entry from paper tax forms scanned into the Fairfax software system. Prepares a daily inventory count of mail, forms, batching and scanning backlogs. Overtime may be required during tax season.

2. How much latitude is allowed incumbent in completing work?

Considerable

3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

- a) Associate performs work independently, within prescribed guidelines and procedures. Seeks advice from supervisor for unusual problems.
- b) Associate is provided training on equipment and software.

4. Which statement best describes the results of error in action or decision of this incumbent?

Minor disruption of the flow of work, Moderate loss of time, Minimal property damage

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. Generally, the percent of time assigned to task statements should not be less than 5% and not more than 50% Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation. Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

The employee in this position has access to confidential information, which must be treated in accordance with the Kansas Department of Revenue Confidentiality Oath and applicable policies and procedures. The person will receive training as it relates to the duties of this position.

In addition to the tasks listed below, the employee is expected to adhere to the Mission and Vision of the agency and to identify personal strengths and developmental needs to increase job performance and career growth. Analyzes work processes, seeks new approaches and makes recommendations to enhance efficiency and effectiveness of the agency. Works professionally with staff, customers and the public, to provide efficient and effective customer service. Contributes to a productive team environment and uses free time as available to assist other staff in the completion of work assignments.

Recognizes responsibilities to the agency and applies effective work habits and attitudes to meet work requirements. Attends work regularly and on time, plans appropriately for absences and assumes personal accountability for work.

#	% of Time	E or M	Description of Duties
1	30%	E	Scanning / Rescanning - Scans paper documents converting them to images that feed into Channel's Fairfax system. Extensive knowledge of tax forms is required to correctly identify over 20 different tax forms from each year going back to 1997. Monitors scanning images stopping the batch if problems are identified. Works daily delete log, pulling problem forms out of the batch before rescanning. Informs supervisor of batching problems discovered. Ensures proper maintenance of scanning equipment, daily cleaning and changing rollers and lenses as needed. Works with team members to ensure scanning is completed as soon as possible. Properly boxes payment batches after scanning to be held for six months, shreds scanned returns and correspondence after they have been processed through to the taxpayer's account.
2	30%	E	Mail Extraction - Opens over 12 different tax type mail sent to Channel. Handles the more complex tax types, normally not opened by temporary employees. Sorts mail by form type and refund status, removing all staples. Ensures tax forms are properly dated, complete and in the correct order. Inserts attachment separator sheets and envelope substitute sheets as needed. Creates a copy of forms that are too light, wrong size or the backside of the form is wrong. Shreds documents that don't need to be scanned. Follows mail priority rules, taking checks ten thousand and above directly to the transport and keeping individual refund returns separate. Places opened mail in the correct box for processing. Assists with creating inhouse vouchers when the taxpayer failed to send a voucher with their payment.
3	20%	E	Batching Forms- Prepares forms for scanning, ensuring similar forms are batched together, forms are in the correct order, and the total amount of forms does not exceed 1000 pages. Knowledge of over 20 different tax forms and types is essential. Removes all staples and paperclips from forms to prevent scratching expensive scanner lenses. Properly inserts missing attachment separator sheets and envelope substitute sheets. Assists with creating correspondence coversheets for correspondence batches. Separates large returns with too many pages for one transaction.
4	15%	E	Fairfax Data Entry- Reviews, corrects and performs data entry from paper tax forms scanned into the Fairfax software system. Position assists in processing over 20 different tax forms associated with 12 different tax types. Keying tax forms requires knowledge of each specific form, and the unique procedures involved such as when to add zeros for cents. Knowledge of KDOR's tax systems is essential in order to research documents without a proper id. Keying of KDOR tax forms must be done quickly and accurately. Approximately 300,000 paper returns are processed through Channel each year.
5	5%	E	Other Duties- Processes IFTA documents, takes a daily inventory count of mail, forms, batching and scanning backlogs. Assists with other Channel activities as needed. Provides assistance and training to new and seasonal employees.

6. Does this position directly supervise agency employees?

No

7. List the position titles and position numbers of all agency employees directly supervised by this position:

8. For what purpose, and with whom and how frequently are contacts made with the public, officials, or other employees?

Contact with	Frequency	Purpose	Other
KDOR staff	Daily	Carry out duties	
Vendors	Occasionally	Carry out duties	

9. What hazards, risks or discomforts exist on the job or in the work environment and describe any methods, techniques, or procedures that must be used to ensure safety for equipment, employees, customers, and others. Employee is encouraged to follow office safety practices to ensure safety for self and others in the office.

Position Requirement	Frequency
Walking	Daily
Standing	Daily
Sitting	Daily
Bending	Daily
Twisting	Daily
Lifting and/or carrying up to: 25lbs (Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc)	Daily
Reach over head	Daily
Climbing Ladders	Occasionally
Fine motor skills and manipulation	Frequently

10. Check all machines that are regularly used in the work of the position and indicate frequency with which they are used.

Equipment	Frequency
Computer	Daily
Copier	Daily
Scanner	Frequently
Reader-printer	Daily
IBML Highspeed Scanner	Daily

11. Minimum Requirements (MR) as stated in the State of Kansas Class Specification.

One year of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

12. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

13. Security Clearance Requirements: The Security Clearance requirements for this position are:

1*--KBI and FBI fingerprint required due to access to Federal Tax Information files in KDOR systems

14. Preferred education, skills, and experience. (These items will be used to screen applicants when recruiting to fill the position.)

Preferred Education	Degree Area
High School/GED	
Preferred Skills	Description
Computer	Word, Excel
Grammar	Proofreading, editing, attention to detail

Preferred Experience:

Experience in an office team environment along with data entry and scanning experience.

Position Status: Draft

Print Date: 8/27/2024