



City of Kansas City, Missouri Job Class Specification

Job Title: SUPPORTED EMPLOYEE ADMIN WOKER **Department:** MULTI
Job Code: 1014 **Status:** NONEXEMPT **Grade:** NE-1

Summary This is varied clerical or administrative work in an office performing routine and less complex duties.

Work usually is performed under the direction of a supervisor and will be assisted by a job coach. Work is reviewed while in progress and upon completion for conformance with instructions given.

- Duties and Responsibilities**
- Assists with front desk duties such as greeting the public and answering phones.
 - Taking inventory of office supplies.
 - Assists with sorting mail, copying and filing.
 - Assists with typing letters, memos, and emails.
 - Performs related duties as required.

Technical Skills Some knowledge of:
Office practices, procedures and equipment.

Ability to:
Establish and maintain effective working relationships with other employees and the general public.
Understand and follow oral and written instructions.

Skill in:
Operation of personal computer, copiers and office machines.

- Education and Experience**
- Current participant in the Missouri Department of Mental Health Division of Developmental Disabilities Medicaid Waiver Program.
 - An active participant with a MO Department of Mental Health contracted employment service provider.
 - Agree to maintain long-term employment support from an employment service provider contracted through the MO Department of Mental Health throughout their tenure with the City of Kansas City, Missouri.

Certificates/ Must pass a background check as prescribed by the City.

**Licenses/Special
Requirements**

**Supervisory
Responsibility**

None

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created
Revised**

09/2023