



Important Recruitment Information for this vacancy:

Job Posting closes: Open Until Filled

Agency Information: The KCVAO oversees two state veterans nursing homes, four state veterans cemeteries, a robust veteran services program with mobile and field offices located across Kansas. This position is located in our Central Office in Topeka, KS.

More information regarding our agency is located at <http://www.kcva.ks.gov>

About the Position:

This position reports to the Director and provides administrative support to the Director of the agency.

Who can apply: Qualified Candidates

Classified/Unclassified Service: Unclassified

Full-Time/Part-Time: Full Time

Regular/Temporary: Regular

Work Schedule: M-F / 8 AM - 4:30 PM

Eligible to Receive Benefits: Yes

Veterans' Preference Eligible:

Search Keywords:

Compensation: \$15-\$17.00/hour, A higher salary may be negotiated based upon education and applicable experience.

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits:

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities:

Job Responsibilities may include but are not limited to the following:

Responsible for planning, organizing and executing activities and managing resources necessary in administering the Director's calendar, such as scheduling/calendaring events and assuring the Director is aware of his/her obligations and where he/she is needed on a daily basis. Incumbent will assist the Director with legislative issues, items needed for presentation, when to be where for what meeting. Assist with tracking agency impacting bills/hearings. Draft testimony and other communication for the Director. Incumbent is responsible for making all necessary daily operating decision in accomplishment of job duties. Consults with the Director on an as-needed basis to discuss work being handled and scheduling activities. Due to the Director frequently being away from the office, determine what items are critical and advise him by phone if necessary.

External communications, assigns incoming correspondence and request information as needed from outside sources to complete necessary task. Incumbent should have a general knowledge of current issues and overall knowledge of the operations, programs and projects of the agency. Composes responses to request for information, screens incoming mail, visitors and calls. Personally handles numerous inquiries or task.

Coordinates, schedules and put travel itinerary together for the Director for all of his travel. Contact travel agency for travel schedules, make car reservation, hotel/lodging reservations and accomplishes proper paperwork. Compile, computes information and prepares travel authorization request for travel. Once all travel accommodations, incumbent will confirm reservations prior to the Director's travel. Track numbers for travel, trainings and events the Director attends. Collect receipts, compile and submit travel expense forms for the Director for payment.

Qualifications:

Education: Education may be substituted for experience as determined relevant by the agency.

Licensing & Certification:

Minimum Qualifications:

- Three years of experience in general office, clerical or administrative support work. Must have the ability to report to work as assigned and remain on duty unless prior authorization is received from supervisor.
- Must be proficient with Microsoft Office programs, be able to spell correctly, use proper grammar and be accurate with data entry.
- To be successful in this position which serves at will, you will be expected to routinely perform the position tasks with limited supervision.

Preferred Qualifications:

- *Must have intermediate level or advanced knowledge and experience with Microsoft Office Suite, and*
- *One year of customer service experience.*

Post-Offer, Pre-employment Requirements:

As authorized by the 2018 Kansas Legislature, effective July 1, 2018, K.S.A. 75-4362 is amended to designate all positions with the Kansas Commission on Veterans' Affairs office, to include both the Kansas Soldiers' Home and Kansas Veterans' Home as Safety Sensitive positions and subject to the drug testing program. All applicants with a conditional offer of employment on or after July 1, 2018, shall be required to submit to a drug screening test.

Successfully clear a federal background check for security access to systems working with SAA program.

Tax Clearance Certificate. Can be obtained within 10 days of employment offer acceptance.

Recruiter Contact Information:

Name: Sheila Rice, HR Director

Email: sheila.a.rice@ks.gov

Phone: 785-291-3422

Mailing Address: All documentation needs to be upladed through the state recruitment website.

Required Documents for this Application to be Complete:

On your Careers - My Job Applications page, verify these documents are present and valid. Upload or delete and replace if needed:

Inside this job's Job Application, upload these documents:

*transcript(s) if you desire to substitute education for experience

Job Application Process:

- **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email and My Job Notifications** for written communications from the Recruiter.
 - Email - the email listed on the Careers>My Contact Information page.
 - Notifications - view the Careers>My Job Notifications page

See the helpful links below to assist in completing your application:

- Instructions:
 - [Job Search](#)
 - [Create an Account](#)
 - [Apply](#)
- [Frequently Asked Questions](#)

Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.