



Notice of Vacancy

Vacancy Type:	External
Recruitment:	Open Until Filled
Position:	Administrative Assistant
Location:	Fort Riley Veterans Cemetery at Manhattan
Requisition:	#203256

Work Schedule (typically) M-F / 7:30-4:00; Position is unclassified; minimum salary is \$14.00 per hour. A higher salary may be negotiated based upon skills and experience.

As an Administrative Assistant, you will:

- Provide administrative support to the Cemetery Manager who has oversight of the Fort Riley cemetery,
- Assist the cemetery manager to prepare for services,
- Provide receptionist duties,
- Perform office duties to include: filing, answering the phone, greeting visitors, typing correspondence using a personal computer, and
- Have the opportunity to be a team member within the state veterans' cemetery program in Kansas.

Minimum Qualifications and Competencies:

- Six months of experience in general office, clerical or administrative support work
- Education may be substituted for experience as determined relevant by the agency

Required Knowledge and Abilities (Summary):

Knowledge of:

- English, spelling, grammar, and arithmetic.
- operation of office equipment, personal computers and communications systems.
- rules, regulations, policies and procedures.
- standard formats for letters, memos and reports.
- record keeping, and reporting methods.

Preferred Qualifications:

- Must have adequate knowledge and experience with Microsoft Office Suite,
- Ability to pass federal background check requirements for access to federal cemetery system.

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.

Performance Standards:

To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at: <http://admin.ks.gov/services/stateemployment-center/job/why-register>. (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <https://admin.ks.gov/services/stateemployment-center/sec-home/state-employment/fboxapp>

STEP 3: Submit your online application to the specific agency designated on this job announcement.

STEP 4: Submit additional required documents to the specific recruiter designated on this job announcement

A Tax Clearance Certificate is required for all applicants upon conditional offer. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>

Include your name and job requisition number on all correspondence when submitting documents to the designated recruiter.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- Online State of Kansas Application form,
- Kansas Tax Clearance Certificate (current),

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant (to include current state employees) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Brad Droste, Human Resources

Phone: 620-682-7513

Email brad.droste@ks.gov

How You Will Be Evaluated:

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans Affairs Office is an Equal Opportunity Employer