

Job Vacancy Announcement

Administrative Assistant, unclassified
State Veterans' Cemetery at Fort Riley

Minimum salary \$12.98 hourly; higher salary may be negotiated based upon applicable skills and experience

Requisition# 192008

Position closes: Friday, February 15, 2019

The Veterans Commission is looking for an Administrative Assistant for the Kansas Veterans' Cemetery located east of Fort Riley. This position typically works M-F, 7:30 – 4:00 PM, work schedule may vary for purposes of training, a funeral or other reasons determined essential by the manager. Position has an excellent benefits package including health insurance and KPERS retirement. You must submit all required documents in the "how to apply" section to be considered.

As the Administrative Assistant, you will:

- Provide administrative support to the Cemetery Manager who has oversight of the Winfield 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.

Key Requirements:

You must:

- be a U.S. Citizen or National to apply for this position,
- submit your complete application and all supporting documents by the closing date of the announcement (See How to Apply Section).

Minimum Requirements:

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

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.

Preferred Requirements:

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

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.

Ability to:

- apply and explain rules, regulations, policies and procedures.
- understand and follow verbal and written instructions.
- use basic word processing, spreadsheet and database applications.
- establish and maintain effective working relationships.
- enter information in a variety of formats (such as narrative, manuscript, business and statistical, etc.)
- proofread and edit for grammar, spelling, syntax and style; compute, verify and compare figures; detect discrepancies in information or records.
- use basic math to add, subtract, multiply and divide.
- record, file and transmit information.
- communicate effectively both verbally and in writing.
- extract data and formulate reasonable conclusions from a variety of sources.

Process for Selection:

Upon receipt of your complete application packet, an evaluation of your qualifications will be conducted and your status based on the established minimum requirements, necessary special requirements, if applicable, and preferred selection criteria for the specific vacancy will be determined. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment. Based on your ranking in comparison with other applicants, you may/may not be referred for further consideration and/or possible interview. If you are not selected for the vacancy, you will be notified within 30 days of the position being filled.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at

<http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(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/state-employment-center/sec-home/state-employment/fboxapp>

STEP 3: Submit your online application to the Veterans' Commission.

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

A Tax Clearance Certificate is required for all applicants. 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 to “Veterans Commission”
- Kansas Tax Clearance Certificate,
- Copy of transcript(s) if you desire education to be substituted for experience
- (resume and cover letter optional)

(send to kcvao.jobs@ks.gov).

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant 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: Kim Tatum
Phone: 620-705-6220
FAX: 620-221-7161
Email: kcvao.jobs@ks.gov

Agency Information:

Kansas Commission on Veterans Affairs Office
<http://www.kcva.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