



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 Deputy Director and provides administrative support for multiple programs within the agency. 25% of this position will be devoted to support services for the State Approving Agency and also assist other programs within the agency, including the Director.

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: Minimum salary is \$14.30 per 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:

Position Summary:

We are looking for a team player who, when caught up with their personal work load asks others how they can assist. We are an agency that provides information, support and services to veterans and their eligible dependents and the ability to be accurate and communicate clearly with both co-workers and customers is necessary.

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

As the Administrative Assistant, you will:

- *Present a professional and courteous image as one of the first points of contact for the agency,*
- *Excel in customer service, both telephonic and in person,*
- *Provide receptionist duties to include greeting visitors, answering telephones, operating office equipment, using a personal computer and incoming/outgoing mail duties,*
- *Make travel reservations for central office staff and assist with travel vouchers,*
- *Prepare purchase orders and create requisitions in the state accounting system,*
- *Scan DD214's into electronic records database,*
- *Provide Administrative Support to the State Approval Agency, and*
- *Have the opportunity to be a team member within an agency serving veterans.*

Qualifications:

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

Licensing & Certification:

Minimum Qualifications:

- One year 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,*
- *Six or more months of customer service experience, and/or*
- *Six or more months of data entry or accounting 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 uploaded 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
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See the helpful links below to assist in completing your application:

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