



Important Recruitment Information for this vacancy:

Job Posting closes: Until Filled

Required documents uploaded by: Closing

Agency Information: www.kcva.ks.gov

About the Position: The Veterans Commission has a job opening in their Enhanced Mobile Delivery services unit. This position is based out of Hays, Kansas.

Who can apply: Honorably discharged veteran or retiree from a branch of the United States Armed Forces

Classified/Unclassified Service: Unclassified

Full-Time/Part-Time: Full-time

Regular/Temporary: Regular

Work Schedule: Variable. Requires some weekend/evening and holiday as the Mobile Unit attends community events to perform outreach

Eligible to Receive Benefits: Yes

Veterans' Preference Eligible: See who can apply

Search Keywords: veteran

Compensation: \$19.00 - \$22.00/ hour A higher salary may be negotiated based upon education and experience relevant to the position.

** 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:

- Are you a veteran with a passion for serving veterans?
- Do you enjoy traveling and meeting new people?
- Are you willing to work a flexible schedule to take services to veterans in communities, a schedule which will include some weekends and holidays?

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

As a Veterans Service Representative with the Enhanced Mobile Delivery Services program, you will:

- take services to the field and inform and assist veterans and their eligible dependents with benefits and entitlements under Title 38 of the U.S. Code regarding veterans benefits,
- deliver services through a mobile van to multiple counties,
- represent the Kansas Commission on Veterans Affairs Office while performing outreach duties in multiple communities,
- be required (final candidate) to successfully pass a background check with the KBI and FBI.

Qualifications:

Education:

Licensing & Certification:

Valid Driver's License to drive vehicle in Kansas

Minimum Qualifications:

Minimum Requirements:

- Two years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency,
- be an honorably discharged veteran or retired from the United States Armed Forces,
- the ability to conduct interviews with veterans and their dependents to obtain accurate and complete information,
- the ability to establish and maintain satisfactory relationships with veterans, their dependents, veterans organizations and governmental agencies,
- the ability to successfully pass an FBI and KBI background check,
- the ability to successfully pass a drug screening,
- the ability to communicate effectively, both orally and in writing, and
- a valid driver's license.

Preferred Qualifications:

- One year of experience providing information to individuals regarding available benefits to veterans and eligible dependents under Title 38 of the U.S. Code of Regulations,
- Three (3) years' experience driving medium to large size vehicles, and
- Vocational training and/or experience maintaining medium-sized vehicles, such as buses, trucks or recreational vehicles.

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.

Will submit to fingerprint background check with the KBI and FBI with successful results of no felony conviction(s).

Complete request and provide a copy of a Kansas Tax Clearance Certificate:

Kansas Tax Clearance Certificate Required: Each applicant (even non-residents) 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. 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. All applicants, including current state employees, 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.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

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:

* DD214 (mandatory by statute)

* Transcripts if requesting consideration of education for experience to qualify for the position

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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How to Claim Veterans Preference

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

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.