

The Kansas Commission on Veterans Affairs Office is looking for a professional, dependable individual to work full-time in our Human Resources office, located at the Kansas Soldiers' Home, Fort Dodge. This position is often the first impression of the facility for applicants and others seeking information and employment opportunities.

This unclassified position will typically work M-F, 8-4:30. Minimum salary is \$12.35 per hour however a higher salary may be negotiated based upon applicable experience and education. It has an excellent benefits package including health insurance and KPERS retirement.

As a Human Resources Administrative Assistant, you will:

- **Recruitment**-Advise and assist applicants with completion of on-line employment application, a Kansas Tax Clearance and the employment process. Review paper applications for completion and signatures. Compile and submit recruitment packets, schedule interviews and assist with job fairs.
- **Receptionist**- Answer incoming telephone calls and routine inquiries. Greet and direct visitors and staff coming to the Human Resources Department. Performs routine clerical duties such as typing, faxing, scanning, copying, etc.
- **Record and File Maintenance**- Create and maintain employee Official Personnel Files for KSH, adhering to confidentiality requirements. Develops, maintains and purges files.
- **Payroll & Benefits**- Assist the payroll specialist during critical payroll periods, assist new employees with employee self-service, and assist new employees with on-boarding paperwork. Prepares a variety of reports from payroll data, typically in excel format requiring knowledge of pivot tables.

Key Requirements:

You must:

- You must be a U.S. Citizen or National to apply for this position.
- You must submit your complete application and all supporting documents by the closing date of the announcement (See "How to Apply" Section)
- Must successfully pass background check as required by K.S.A. 39-970.

Minimum Requirements:

- Six months experience in general office, clerical or administrative support work. Education may be substituted for experience as determined relevant by the agency.
- Must be able to successfully complete state required Computer Based Training (CBT) for access to State Human and Resources Personnel (SHARP) system.

- Knowledge of 1) English, spelling, grammar and arithmetic, 2) standard formats for letters, memos and reports, and 3) record keeping and reporting methods.
- Experience with Microsoft Office Suite.

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:

- Six months experience with customer service responsibilities
- Intermediate or above skill level with Word and Excel programs.
- Data Entry experience with a strong aptitude for numbers
- Demonstrate consistency, accuracy and attention to detail

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/state-employment-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 [Online Application](#)

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

STEP 4: Submit additional required documents to the specific 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

Kansas Tax Clearance Certificate (current),

Copy of transcripts you wish education to be considered for experience

Optional Documents: Cover letter and resume

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: Terri Scharth, HR Assistant-Recruitment

Phone: 620-227-2121 ext. 169 FAX: 620-408-9242

Email: kcvao.jobs@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
Find out more about us at our [website](#)