

## Job Posting

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## Important Recruitment Information for this vacancy

- Job Posting closes: Open until filled
- Required documents uploaded by: at the time of applying

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## Agency Information:

Kansas Commission on Veterans Affairs Office  
[www.kcva.ks.gov](http://www.kcva.ks.gov)

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## About the Position

- Who can apply: Veterans with an honorable discharge or retired from military service
- Classified/Unclassified Service: Unclassified
- Full-Time/Part-Time: Full-time
- Regular/Temporary: Regular
- Work Schedule: M-F / 8 - 5
- Eligible to Receive Benefits: Yes
- Veterans' Preference Eligible: Position requires a Veteran by statute
- Search Keywords: Veteran

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## Compensation: \$19.00 - \$22.00

*\* Salary can vary depending upon education, experience, or qualifications.*

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## 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...](#)

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## Position Summary & Responsibilities

### Position Summary:

This position is located in our Hutchinson Field Office and provides information and assistance to Veterans and their eligible dependents who desire assistance in securing federal benefits as permitted by law.

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

#### As a Field Office Veterans Service Representative, you will:

- inform and assist Veterans and their eligible dependents with benefits and entitlements under Title 38 of the U.S. Code regarding Veterans benefits,
  - manage a field office and maintain an itinerant schedule to multiple counties, represent the Kansas Commission on Veterans Affairs Office while performing outreach duties
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## Qualifications

- **Education:**
- **Licensing & Certification:**
- **Minimum Qualifications:**
  - 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 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.
- **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. Must successfully complete a criminal history records check. Fingerprints shall be used to identify the final candidate and will be submitted to both the Kansas Bureau of Investigation and Federal Bureau of Investigation to determine whether the candidate has a record of criminal history in this state or another jurisdiction.

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## Recruiter Contact Information

- **Name:** Sheila Rice
  - **Email:** [sheila.a.rice@ks.gov](mailto:sheila.a.rice@ks.gov)
  - **Phone:** 785-291-3422
  - **Mailing Address:** NA; if you are unable to complete an application on-line, contact the recruiter for special accommodation.
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## Job Application Process

- **First Sign in or register as a New User.**
- **Complete or update your contact information on the Careers> My Contact Information page.** \*This information is included on all your job applications.
- **Upload required documents listed below for the Careers> My Job Applications page.** \*This information is included on all your job applications.
- **Start your draft job application, upload other required documents, and Submit when it is complete.**
  - **Manage your draft and submitted applications on the Careers> My Job Applications page.**
- **Check your email and My Job Notifications for written communications from the Recruiter.**
  - **Email – sent to the Preferred email on the My Contact Information page**
  - **Notifications – view the Careers> My Job Notifications page**

*Helpful Resources at [jobs.ks.gov](http://jobs.ks.gov): “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”*

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## Required Documents for this Application to be Complete

Upload these on the Careers - My Job Applications page

- Tax Clearance Certificate (required at time of conditional offer)
- Transcripts (optional unless you are requesting education be considered for experience)
- DD214 (must be submitted with your application to the recruiter as position requires a verified veteran by statute)

**Upload these on the Attachments step in your Job Application**

**Helpful Resources at [jobs.ks.gov](http://jobs.ks.gov): “How, What, & Where do I Upload Documents” and “Save Tax Clearance Certificate as a PDF”**

**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.](#)**

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## **How to Claim Veterans Preference**

**Position requires a Veteran.**

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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.