

## Job Vacancy Announcement

Unclassified Technology Support Consultant

Kansas Soldiers' Home

Requisition# 191116

Position closes: **Extended through Monday, November 12, 2018**

The Kansas Commission on Veterans Affairs office is looking to add an individual to our agency Information Technology team. This position will be located at the Kansas Soldiers' Home at Fort Dodge. Veterans and their eligible dependents reside at this picturesque non-incorporated city and our employees offer support services through cottages, domiciliary and long-term care.

This unclassified position will typically work M-F, 8 AM – 5 PM. This position is required to be on stand-by and is subject to call back outside of the regular day shift due to the nature of a 24/7 residential care facility that utilizes web-based programs to include electronic medical records.

Minimum salary is \$18.50 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. If you're passionate about serving veterans, working with the employees who provide the services and you meet the qualifications outlined below, we'd like to hear from you. You must submit all required documents in the "how to apply" section to be considered.

### **As a Technology Support Consultant, you will:**

- Full Job Description is posted at [www.kcva.ks.gov](http://www.kcva.ks.gov)

### **Key Requirements:**

You must:

- be a U.S. Citizen or National to apply for this position,
- have and maintain a valid driver's license,
- must be free from felony convictions and successfully pass a fingerprint background check through the FBI and KBI,
- successfully complete a post-offer drug screening,
- submit your complete application and all supporting documents by the closing date of the announcement (See How to Apply Section).

### **Minimum Requirements:**

- High School Diploma or equivalent and six months advising and assisting computer users in a distributed computing environment (education may be substituted for experience as determined relevant by the agency),
- Strong documentation and effective communication skills,
- Customer service experience, and
- a valid driver's license.

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:**

- VOIP experience,
- VMWare and SonicWALL experience,
- MS Exchange and AD Administration experience,
- Microsoft Office Products experience,
- Wireless and mobile device configuration and management,
- CCENT or Microsoft Server experience – MCP certification,
- Knowledge of Ticket System concepts and demonstrated ability to work system,
- Knowledge of helpdesk concepts and demonstrated ability to work or manage helpdesk,
- Two (2) years' experience supporting a large multi-building, multi-location, local and wide area network, and telecommunications environment.

### **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: <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 specific recruiter designated on this job announcement (Specifically, a copy of your DD214 showing type of discharge is required).

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),
- Copies of certifications relevant to position,
- 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: Kim Tatum, Human Resources

Phone: 620-221-3702 FAX: 620-221-7161

Note: I will be changing phone numbers soon. If the 3702 number disconnects, the new number is 620-705-6220

Email: [kcvaio.jobs@ks.gov](mailto:kcvaio.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