ADMINISTRATIVE SPECIALIST – Position #K0214974

If you're looking for a rewarding career, working alongside dedicated colleagues in a conservation agency, you'll feel right at home with the Kansas Department of Wildlife and Parks (KDWP). As a member of the KDWP team, you’ll work together with other administrative staff supporting Kansas conservation and recreational professionals, ensuring our citizens enjoy and appreciate the state’s diverse natural resources. KDWP offers competitive pay; paid sick, vacation, maternity and paternity leave; first day health insurance; and retirement benefits.

We welcome diversity because a diverse workforce makes us stronger. Please take a moment to read the job announcement below and consider the possibilities.

This unclassified, full-time position is located in the Licensing Section of Administrative Services Division at the Pratt Operations Office, and is directly supervised by Mary Becker, Public Service Administrator.

This position serves as a team member involved in technical support group for KDWP's automated licensing/boating system. This is a complex electronic system software used statewide by all agency vendors in which all Department licenses are sold. Position must be very knowledgeable in all aspects of the system. Position assists with technical support on the phone, serving as a help desk for license agents, Department offices, and the general public purchasing licenses online. Must be able to identify technical problems and provide solutions over the phone for vendors running specialized sales equipment and also their failed ACH electronic bank remittances. Must help customers having printing problems on Internet purchases due to PC software updates or printing problems. Responsible for checking mail in applications assuring applications are filled out correctly and assuring Hull ID’s meet Coast Guard standards; issuing boat certificates through automated sales site; balancing money daily assuring money and system reconcile. Responsible for maintaining a large customer database assuring personal data and financial transactions are recorded correctly; balancing daily reports to money received for all licenses which amounts to an annual $1.9 million revenue to the state, assuring money recorded is correct and balances with money received, identifying discrepancies, and correcting as needed, assuring an accurate detailed audit trail is maintained. Assists with testing and debugging changes and updates to system software for specialized licenses, documenting issues and errors for Project Manager and programmers. Serves as a primary backup for receptionist and front desk staff making sure phone calls are transferred accurately and efficiently and walk in customers are provided with excellent customer service.

BENEFITS: Beginning hourly wage, $16.96/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Two years of experience in general office, clerical, and administrative support work. Education may be substituted for experience as determined relevant by the agency. Candidates proficient in Microsoft Office (Access, Word, and Excel) will be given preference. Successful candidate must possess and maintain a valid driver’s license and pass a background check.
HOW TO APPLY: Go to the State Employment Center at https://admin.ks.gov/services/state-employment-center and follow the directions below:

- Click in the middle of the page under the Sunflower. From there either Sign into your existing account or Register for a new account.
- Review and complete your contact information on the My Contact Information page. Please make sure to include your email address.
- 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

The following are the required items to apply:

1) a letter of interest
2) a detailed resume; including a valid e-mail address
3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
4) employment application – this is generated from the information which is input into the system
5) an Authorization to Release Information form** (this can be found at the following website): https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info

**Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

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 requirements of the position. The veterans’ preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at https://admin.ks.gov/services/state-employment-center/veterans. Applicants claiming veterans’ preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – October 7, 2022

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 recruiter.