

## **SENIOR ADMINISTRATIVE ASSISTANT – Position #K0238550**

This full-time, **unclassified** Senior Administrative Assistant position is located in the Chanute District Office, and is directly supervised by Shari Carter, Administrative Specialist.

The incumbent is responsible for assisting the Administrative Specialist with the daily operations of the office to ensure smooth operations and a high level of customer service. This position acts as the main receptionist for the Chanute District Office, greets and directs office visitors as well as telephone customers; sells agency permits, licenses and applications, maintains sales records, makes deposits and handles other account transactions; provides information regarding hunting, fishing, boating, state parks, public lands, pertinent laws and regulations, agency services, functions, policies, procedures, wildlife damage, and animal damage control; sells agency resident and non-resident permits, licenses, and applications via the online systems when applicable; receives and records cash receipts; balances cash register and prepares for next day's business; prepares bank deposits; assists in preparation of payment vouchers for all purchases in region and for regional employees, determining appropriate coding; assists purchase files for equipment, uniforms, and supplies used in operating the district office and for regional field staff; assists with the preparation of the BPC report and the needed encumbrances; as needed, picks up, opens, sorts, and distributes mail to office staff, as well as process outgoing mail and deliver to post office; performs general filing of records and correspondence; keeps brochures and department literature organized, displayed, and well stocked; operates copy machine, postage meter, cash register, fax machine, computer, printer, and the online license sales system; checks out and keeps records of equipment that is lent out to customers, such as live traps; assists officers with research in license purchases; tags bobcats and keeps records of tags; and completes special projects as assigned.

**BENEFITS:** Beginning hourly wage, \$16.98/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:** One year of experience in customer service, general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency. The successful candidate must pass a background check and possess and maintain a valid driver's license.

**ADDITIONAL QUALIFICATIONS/SKILLS/ABILITIES:** The successful applicant must have a mix of computer database, spreadsheet office equipment, business communication, and word processing knowledge. Applicants having experience with the SMART process (electronic accounting system) are preferred. Applicants must possess the ability to communicate effectively with others. The successful applicant will be innovative and a resourceful self-starter able to work with minimal supervision and demonstrate organizational skills.

**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 by 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/KDWPT-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 – March 15, 2024**

**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.