

## **SENIOR ADMINISTRATIVE ASSISTANT – Position #K0214885**

This full-time, **unclassified** Senior Administrative Assistant position provides support to the Fisheries, Wildlife & Public Lands Divisions at the Pratt Operations Office, and is supervised by Sarah Navarro, Senior Administrative Specialist.

The primary responsibilities of this position include completing payment and remittance vouchers for processing, reconciliation of purchases, maintaining associated files, and preparing and processing agency purchase orders for equipment needs. The incumbent will process and maintain Nuisance Wildlife Damage Control permits; provide general information to assist the public; help with Habitat Management Contracts, forms or requested information from users; compose general correspondence and maintain a central filing system; mail appropriate department literature to resource users; sort and route incoming mail; assist with maintaining office supply inventory; assist with booking travel arrangements and conference reservations; and completes other special projects as assigned.

**BENEFITS:** Beginning hourly wage, \$16.98/hour - \$17.79/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 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 in** to 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 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 – June 28, 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.