

### **SENIOR ADMINISTRATIVE ASSISTANT – Position #K0238534**

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 full-time, unclassified Senior Administrative Assistant position is located in the Wichita Region 3 Office, and is directly supervised by Paula Rudiger, 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 serves as a backup in the event the Administrative Specialist is absent and must assume all daily bookkeeping responsibilities in his/her absence (license sales, deposits, daily balancing of cash receipts, etc.) This position also has to have a very detailed knowledge of the laws and regulations affecting the department to answer questions from constituents. The position is responsible to assist the Administrative Specialist with pickup, deliver, sort and distribute regional office and Great Plains Nature Center (GPNC) mail; post mail to drop box in the p.m.; sells agency resident and non-resident permits and applications, includes hunting, fishing, big game, waterfowl, and boat registrations through the Brandt licensing system. Sells park permits such as annual camping and vehicle permits through the Aspira licensing system. Greets and directs office visitors. Determines appropriate coding for and submits payment vouchers; maintains purchase order records; oversees the timely and accurate procurement card transaction payments within the SMART system for 46 field employee's purchases.

**BENEFITS:** Beginning hourly wage, \$16.18/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. The successful candidate must pass a background check and possess 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. Preference given to applicants having experience with the SMART process. 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 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 automatically based on 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 – July 29, 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.