

ADMINISTRATIVE SPECIALIST – Position #K0237114

This full-time, unclassified Administrative Specialist position is located in the Law Enforcement Division of the Pratt Operations Office, and is supervised by Anna Campbell, Public Service Administrator I.

The incumbent completes payment and remittance vouchers for processing, keeping associated files, and prepares and processes agency purchase orders for division equipment needs; enters training records for all law enforcement certified officers into Kansas Law Enforcement Training Center (KLETC) database, keeping associated files and sending updates to all officers quarterly; provides general interpretation of law and regulation information to assist general public; issues special permits and sends applications, forms or requested information to constituents; types correspondence, reports, etc., generated by office staff; composes correspondence, and maintains central filing system; mails appropriate department literature to resource users; sorts and routes incoming mail; assists with maintaining necessary office inventory; assists with motel and conference reservations; maintains the database program for state game breeders, keeping associated files and reports to send to constituents upon request; provides assistance to agency Terminal Agency Contact (TAC) for Kansas Criminal Justice Information System (KCJIS); runs driver's license queries for residency requirements, and National Crime Information Center (NCIC) queries; retrieves case records and processes and tracks Open Records requests; attends required KCJIS certification training; reviews Kansas Incident-Based Reporting system (KIBRS) reports entered from certified law enforcement officers into case management database; assists supervisor with process for all cases sent through gateway to KBI for final reporting; checks arrest tickets and enters information into case management ticket database, keeping associated ticket files, and provides assistance for final disposition entry into database; enters/tracks Interstate Wildlife Violator Compact (IWVC) records in database; enters and tracks court suspensions and failure to comply suspensions in Brandt and case management database; contacts other states when fail to comply involves nonresidents; enters information on vessel inspection sheets into database; and completes special projects as assigned.

BENEFITS: Beginning hourly wage, \$17.79 - \$19.57/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM QUALIFICATIONS: 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 be 18 years of age, pass a background check and possess a valid driver's license.

NECESSARY SPECIAL REQUIREMENTS: This position requires certification and continued maintenance of certification as a user in the Kansas Criminal Justice Information System. A high degree of confidentiality is required as this position deals with numerous reports, records requests, and background information.

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 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.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – Extended to November 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.