



Important Recruitment Information for this vacancy

- **Job Posting closes:** Open Until Filled

Agency Information:

Office of the State Fire Marshal

<https://firemarshal.ks.gov/>

About the Position: Intern 201031

- **Who can apply:** Anyone
- **Classified/Unclassified Service:** Unclassified
- **Full-Time/Part-Time:** Part-Time
- **Regular/Temporary:** Temporary
- **Work Schedule:** Days / FLEflexible
- **Eligible to Receive Benefits:** No
- **Veterans' Preference Eligible:** Yes

Compensation:**Hourly Pay Rate:** \$13.00

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits

- Fitness Centers in select locations
 - Employee discounts with the [STAR Program](#)
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Position Summary & Responsibilities**Position Summary:**

The Office of the State Fire Marshal is amending regulations in accordance with the Rules and Regulations Filing Act and needs an intern to review international building and fire code documents and statutes and prepare spreadsheets to aid in the regulation adoption and approval process. The intern will work closely with the Assistant Attorney General who acts as general counsel to the agency and with technical staff. This is legal research work. Work involves performing a variety of duties in assisting attorneys or administrative officials. Work includes performing legal research; compiling administrative transcripts; and writing opinions on researched legal cases and reports as to their pertinence in specific situations.

Qualifications**Licensing & Certification:**

Valid Driver's License

Minimum Qualifications:

Enrollment in or completion of an accredited college or university law school degree program.

Post-Offer, Pre-employment Requirements:

Pre-employment Driver's License check

Recruiter Contact Information

- **Name:** Stacie Creech
 - **Email:** Stacie.Creech@ks.gov
 - **Phone:** 785-296-0654
 - **Mailing Address:** 800 SW Jackson Street, Suite 104, Topeka, KS 66612
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Job Application Process

- First **Sign in** or register as a **New User**.
- **Complete or update your contact information** on the Careers> My Contact Information page. *This information is included on all your job applications.
- **Upload required documents** listed below for the Careers> My Job Applications page. *This information is included on all your job applications.
- Start your **draft job application**, upload other required documents, and **Submit** when it is complete.
 - Manage your draft and submitted applications on the Careers> My Job Applications page.
- **Check your email** and **My Job Notifications** for written communications from the Recruiter.
 - Email – sent to the Preferred email on the My Contact Information page
 - Notifications – view the Careers> My Job Notifications page

Helpful Resources at jobs.ks.gov: *“How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”*

Required Documents for this Application to be Complete

Upload these on the Careers - My Job Applications page

- Tax Clearance Certificate
- Transcripts
- DD214 (if you are claiming Veteran’s Preference)

Upload these on the Attachments step in your Job Application

- Cover Letter
- Resume

Helpful Resources at jobs.ks.gov: *“How, What, & Where do I Upload Documents” and “Save Tax Clearance Certificate as a PDF”*

Kansas Tax Clearance Certificate Required: Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

How to Claim Veterans Preference

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 competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

Equal Employment Opportunity

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 agency recruiter.