



Important Recruitment Information for this vacancy

- **Job Posting:** Open Until Filled

Agency Information:

Office of the State Fire Marshal

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

About the Position: Senior Administrative Specialist 201900

- **Who can apply:** Anyone
- **Classified/Unclassified Service:** Unclassified
- **Full-Time/Part-Time:** Full-Time
- **Regular/Temporary:** Regular
- **Work Schedule:** Days
- **Eligible to Receive Benefits:** Yes
- **Veterans' Preference Eligible:** Yes

Compensation:

Hourly Rate: \$15.03

Annual Salary: \$31,262.40

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

Employment Benefits

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities

Position Summary:

This is complex administrative support work for the Emergency Response Division of the Office of the State Fire Marshal (OSFM). The employee works under direction and must be able to manage multiple complex situations and tasks with limited to no supervision. The work of this position requires constant attention to detail and an understanding of agency protocols. In the event of a major Emergency Response event this position will be required to travel and stay overnight for multiple days in order to provide

administrative support as needed.

Job Responsibilities may include but are not limited to the following:

- Works as the administrative assistant to the Emergency Response Division of the OSFM.
- Composes correspondence, memorandums and reports as needed; routes calls and e-mails to appropriate unit staff.
- Creates and maintains multiple databases.
- Coordinates various meetings by arranging dates, times and locations; handles notifications and/or mailings; takes and distributes meeting minutes; and other associated responsibilities.
- Acts as staff support to the HazMat Advisory Committee and the Search and Rescue Advisory Committee.
- Travel and overnight stays to assist with conferences and/or symposium registration and to provide administrative support will be required.

Qualifications

Licensing & Certification:

- Valid Kansas Driver's License

Minimum Qualifications:

- Must have exceptional skills in oral and written communication.
- Must be proficient with the office equipment and software, especially Microsoft Word and Excel, that is used in this position.
- Must be detail oriented and have good customer service skills.

Preferred Qualifications:

- Independent work experience in office support/clerical work.

Recruiter Contact Information

- **Name:** Stacie Creech
- **Email:** stacie.creech@ks.gov
- **Phone:** 785-296-0654
- **Mailing Address:** 800 SW Jackson, Suite 104, Topeka, Kansas 66612

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
- Applicable Certificates

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.