

## **SENIOR ADMINISTRATIVE ASSISTANT– Position # K0235796**

The Kansas Department of Wildlife and Parks is seeking to fill a Senior Administrative Assistant position. This unclassified, full-time position is located at the Region 4 Office in Dodge City, KS and is supervised by Aaron Baugh, Fisheries Wildlife Biologist Supervisor.

### **Key Responsibilities:**

- Assists as receptionist for the Dodge City District Office, greets and directs office visitors; sells agency permits, licenses and applications.
- Maintains sales records, makes deposits and handles other account transactions.
- Provides information regarding agency services, functions, policies, procedures, wildlife laws and regulations, boating, wildlife damage, animal damage control, and park areas and facilities.
- Determines appropriate coding, prepares and submits payment vouchers and purchase orders.
- Prepares correspondence reports and documents for all divisions.

### **Benefits:**

- **Salary:** Beginning hourly wage of \$17.25/hour to \$18.11/hour.
- **Health and other Insurance:** Immediate group health, dental and vision coverage and life insurance coverage.
- **Retirement and Options:** Retirement plan and optional deferred compensation.
- **Paid Leave:** Holidays, sick leave, vacation leave, and parental leave.

### **Minimum Requirements:**

- One year of experience in general office, clerical and administrative support work.
- A valid driver's license and the ability to pass a background check are required.

**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 you wish to include them**
- 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](mailto: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 December 29, 2025**

**The State of Kansas is an Equal Opportunity Employer. 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.