Commission on Veterans' Affairs Office
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Kansas
Commission on Veterans' Affairs Office

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Gregg Burden, Director

Sam Brownback, Governor

Job Vacancy Announcement

Program Consultant (Veteran Services Representative) / unclassified
Manhattan Field Office
Minimum Salary $15.75 hourly; higher salary negotiable based upon salary and experience
Requisition# 184183
Position closes: Sunday, July 24, 2016

The Kansas Commission on Veterans Affairs Office is looking for a veteran to serve veterans and their eligible dependents in our Manhattan Field Office. The position will typically work M-F, 8-5. It has an excellent benefits package including health insurance and KPERS retirement. If you're a veteran who is passionate about helping other veterans and meet the qualifications outlined below, we'd like to hear from you. You must be a retired or honorably discharged veteran and submit all required documents in the "how to apply" section to be considered.

As a Field Office Veterans Service Representative, you will:

- inform and assist veterans and their eligible dependents with benefits and entitlements under Title 38 of the U.S. Code regarding veterans benefits,
- manage a field office and maintain an itinerant schedule to multiple counties,
- represent the Kansas Commission on Veterans Affairs Office while performing outreach duties, and
- be required (final candidate) to successfully pass a background check with the KBI and FBI

Key Requirements:

You must:

- be an honorably discharged veteran or retired from the United States Armed Forces,
- be a U.S. Citizen or National to apply for this position,
- have and maintain a valid driver's license,
- must be free from felony convictions and successfully pass a fingerprint background check through the FBI and KBI,
- submit your complete application and all supporting documents by the closing date of the announcement (See How to Apply Section).

Minimum Requirements:

- Four years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency,
- be an honorably discharged veteran or retired from the United States Armed Forces,
- the ability to conduct interviews with veterans and their dependents to obtain accurate and complete information,
- the ability to establish and maintain satisfactory relationships with veterans, their dependents, veterans organizations and governmental agencies,
- the ability to communicate effectively, both orally and in writing, and
- a valid driver's license.

Preferred Requirements:

- One year of experience providing information to individuals regarding available benefits to veterans and eligible dependents under Title 38 of the U.S. Code of Regulations.

Performance Standards:

To be successful, the candidate will:

- be expected to routinely perform the position tasks with limited supervision by the end of the probationary period,
- achieve and maintain accreditations by veterans service organizations participating in the Veterans Claims Assistance program, Service Organization Grant and the Kansas Commission on Veterans Affairs Office as a Veterans Service Officer,
- successfully complete the national association of county veterans service officers training and continuing education requirements of the cross-accrediting veterans service organizations within one year of being hired.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at: http://admin.ks.gov/services/state-employment-center/job/why-register. (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at http://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply.

STEP 3: Submit your online application to the Veterans Commission.

STEP 4: Submit additional required documents to the specific recruiter designated on this job announcement (Specifically, a copy of your DD214 showing type of discharge is required).

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at http://www.ksrevenue.org/taxclearance.html

Include your name and job requisition number on all correspondence when submitting documents to the designated recruiter.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- Online State of Kansas Application form
- Kansas Tax Clearance Certificate (current),
- Copy of DD214 (member copy that shows type of discharge)
- Copy of transcripts you wish education to be considered for experience

Optional Documents:

Cover letter and resume

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant (to include current state employees) 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 at http://www.ksrevenue.org/taxclearance.html. 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. Applicants 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.

Recruiter Contact Information:

Name: Kim Tatum, Human Resources
Phone: 620-221-3702 FAX: 620-221-7161
Email: kcvajobs@gmail.com

How You Will Be Evaluated:

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

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 competency factors of the position, including any preferred selection criteria established in accordance with K.A.R. 1-6-3. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. See jobs.ks.gov for additional Veterans' Preference Information.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Commission on Veterans' Affairs Office is an Equal Opportunity Employer