

## Job Vacancy Announcement

Unclassified Program Consultant (Veteran Services Representative)

Manhattan Field Office

Requisition# 196256

Position closes: Monday, March 16, 2020

This unclassified position requires a veteran to serve veterans and their eligible dependents in our Manhattan Field Office. The position will typically work M-F, 8-5. Minimum salary is \$16.00 per hour however a higher salary may be negotiated based upon applicable experience and education. 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,
- successfully pass a drug test, 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:**

- Two 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.

### **Post-Offer, Pre-employment Requirements**

As authorized by the 2018 Kansas Legislature, effective July 1, 2018, K.S.A. 75-4362 is amended to designate all positions with the Kansas Commission on Veterans' Affairs office, to include both the Kansas Soldiers' Home and Kansas Veterans' Home as Safety Sensitive positions and subject to the drug testing program. All applicants with a conditional offer of employment on or after July 1, 2018, shall be required to submit to a drug screening test.

Must successfully complete a criminal history records check. Fingerprints shall be used to identify the final candidate and will be submitted to both the Kansas Bureau of Investigation and Federal Bureau of Investigation to determine whether the candidate has a record of criminal history in this state or another jurisdiction.

### **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:

- 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, and
- Successfully perform the duties assigned to this position.

### **Recruiter Contact Information:**

**Name:** Kim Tatum, Human Resources

**Email:** [kcvao.jobs@ks.gov](mailto:kcvao.jobs@ks.gov)

**Phone:** (620)705-6220

NOTE: A paper application process is available. Call number above for assistance with this process.

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### **Required Documents for this Application to be Complete:**

**On your Careers - My Job Applications page, verify these documents are present and valid. Upload or delete and replace if needed:**

- \* Current Tax Clearance Certificate
- \* DD214 – showing type of discharge

**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.](#)

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### **Job Application Process:**

- **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page.
- **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

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### **See the helpful links below to assist in completing your application:**

- Instructions:
  - [Job Search](#)
  - [Create an Account](#)
  - [Apply](#)
- [Frequently Asked Questions](#)

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### **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.