

SAMPLE JOB POSTING FOR COMPLIANCE WITH NEW VETERANS' PREFERENCE POLICY

Job Title: Administrative Specialist

County: Shawnee

Req. No: 160228

Agency Name: Department of Administration

Posting Type: Agency --> [Click here for Definition of Posting Type](#)

Applications accepted through: July 11, 2008

Job Description: * [\[or provide link to the position description\]](#)

As an administrative specialist, you will:

- Receive telephone calls and greet visitors, give routine and non-routine information, answer questions and direct calls and visitors to the appropriate person or office.
- Receive and respond to routine and non-technical requests for information such as status of reports, and maintain suspense records on all correspondence and action documents.
- Prepare and type a variety of correspondence, reports, forms, requisitions, etc., using personal computer in final form.
- Organize and maintain files, records, manuals, and handbooks.
- Maintain supervisor's calendar; schedule appointments and prepare notes regarding discussion topics; and make travel arrangements and prepare travel vouchers.

*** [\[Insert appropriate agency Qualification Requirement\(s\). Example below\]](#)**

Key Requirements:

- You must meet the minimum requirements for the Administrative Specialist classification (See "Administrative Specialist" classification)
- You must submit your complete application and all supporting documents by the closing date of the announcement (See "How to Apply" section)
- You will be subject to a background/suitability investigation/determination

Minimum Qualifications Required:

To meet the minimum requirements for this position, you must have: Two years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

Required Proficiency Skill(s):

You must be able to type at least 40 words per minute (Word per minute are based on a 5 minute sample with three or fewer errors). You can self-certify by submitting a statement that you can type at this speed.

Preferred Qualifications:

*** [Insert appropriate agency Selection Process. Example below]**

How You Will Be Evaluated:

Once you complete and submit your application package, your application will be reviewed to ensure you meet the minimum requirements of the class. Next, your application will be evaluated and rated based on your ability to demonstrate the following minimum competency factors:

- **Knowledge of administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing time and attendance, ordering office supplies and equipment, establishing/maintaining files).**
- **Skill in the use of a variety of hardware/software to produce documents.**
- **Ability to deal effectively with others in order to provide information, assistance, or instructions to the general public.**
- **Ability to plan, organize, and prioritize work.**
- **Typing speed.**

Your résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

What To Expect Next:

Once your completed application package, including all required documents (see below) is received, an evaluation of your qualifications will be conducted in order to determine your ranking. Based on this ranking, you may be referred to the hiring manager for further consideration and possible interview.

*** [Insert appropriate agency Performance Standards. Example below]**

Performance Standards:

To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probation period.

How To Apply:

NOTE: Submission of a résumé or an application alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described previously. Please carefully review the complete job announcement and the "How to Apply" instructions. Failure to provide the required information and/or materials will result in you not being considered for employment.

Required Documents:

The following documents are required:

- **Résumé or application [Insert agency application form, if applicable]**
- **Self-certification statement that you can type 40 words per minute (if applicable).**
- **List of college courses, with credit hours, major(s), and grade point average or class ranking. (Prior to appointment, an official college transcript will be required.)**

Contact Information: [Insert name of contact]

Phone: **[Insert contact's phone number including area code]**

TDD: **[Insert TDD phone number including area code]**

Email: **[Insert contact's email address]**

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

***[Insert VPE explanation. Example below]**

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 determined by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>

The Department of Administration is an Equal Opportunity Employer

SAMPLE NEWSPAPER AD FOR COMPLIANCE

WITH NEW VETERANS' PREFERENCE POLICY

Administrative Specialist

Administrative Specialist opportunity for a capable, professional, and experienced individual interested in working for a Division Director in the Department of Administration. This individual will be responsible for secretarial tasks and for the gathering of data. Individual must have highly developed written communication skills, expertise with various software including MS Word, and the ability to manage multiple projects simultaneously, as these are essential skills for the job. Excellent wages and benefits. Apply on line at jobs.ks.gov for job requisition no. 160228 or call Kim Warren 785-296-4770 on how to apply. EOE, **VPE**, and drug free workplace.