

# Adjutant General's Department

1/21/2014

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1,2,3	Unclassified Full-time	<b>RE-OPENED Industrial Mechanical Technician</b> Facilities Maintenance, Fort Riley, KS <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176343">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176343</a>	Facilities Maintenance Ft. Riley	Feb 7, 2014
Topeka	1,2,3	Unclassified Full-time	<b>Fire Protection Station Captain, 190<sup>th</sup> Air Refueling Wing, Forbes Field</b> <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176317">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176317</a>	190 <sup>th</sup> ANG Topeka	Until Filled
Topeka	1,2,3	Unclassified 999'r	<b>Resource Protection Officer – 999'r, JFHQ</b> <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176365">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176365</a>	JFHQ Security	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

### HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

**MEETING MINIMUM QUALIFICATIONS:** In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391**

**NOTE:** On-line application and listing of **other State Vacancies** are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.**

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML\\_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil).

**RE-OPENED Industrial Mechanical Technician  
Construction Facilities Maintenance Office, Fort Riley, KS  
The Adjutant Generals Department**

Job Summary: Full time, unclassified with benefits, state position, \$16.56 to \$21.13 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 2/7/2014.

Inspects, operates, maintains, modifies & repairs mechanical equipment & building systems, i.e. abrasive blast systems, compressors, electric motors, pumps, HVAC etc.; performs PM & seasonal overhauls; and installs & repairs structural components of roll-up doors & overhead hoists. Qualified applicants may apply on line at [www.kansasjoblink.com](http://www.kansasjoblink.com) (Req #176343) or complete State of KS Employment Summary and mail to: SHRO, 2800 SW Topeka, Blvd., Topeka, KS. 66611 (785-274-1460) EOE by closing date of 2/7/2014

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and five (5) years' experience in mechanical and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to work at heights up to 100 ft. is required.

**Fire Protection Station Captain  
190th Air Refueling Wing, Forbes Field, Topeka, KS.**

**Requisition # 176317 – Open till filled - Job Summary:** Full time, unclassified with benefits, state position, \$40,302.08 to \$62,083.84 annual salary, \$13.84 to \$16.59 hourly rate based on 2,912 hours per year, salary depending upon qualifications. Hazmat Technician certification incentive is available. 48 hours on/96 hours off, This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

**Job Description:** Directs crew in firefighting, hazardous response and drill activities; assigns vehicle and station maintenance tasks; and prepares reports.

**Minimum and Preferred Qualifications:** Requires Five (5) years of firefighting experience, including three (3) in airport firefighting; DOD, IFSAC or PROBOARD certifications in Fire Fighter II, Airport Firefighter, Hazmat Operations, Driver/Operator Pumper, ARFF, Tender, Telecommunicator I & II, and Fire Instructor I; Fire Inspector I, Fire Officer I and certification as an EMS First Responder, EMT, or Paramedic; Class "A" or "B" driver's license; successfully complete certification as Fire Officer II, EMT and Haz-Mat Incident Command within 12-18 months. Must maintain certifications commensurate with position throughout employment; and meet DOD medical requirements. PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**Resource Protection Officer – Temporary 999 Hour Position  
Joint Forces Headquarters Complex – Topeka, KS  
The Adjutant Generals Department  
Multiple Positions**

**Job Summary:** Position is a temporary 999 hours per year, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined. This position is open until filled so get your application in as soon as possible.

**Job Description:** The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Minimum and Preferred Qualifications:** High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (**Applicants must designate armed security on employment application.**) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of **other State Vacancies** are available on the Internet, <http://da.state.ks.us/ps>.