

# Adjutant General's Department

8/19/2013

## 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>
Topeka	1,2,3	Unclassified Full-time	Custodial Specialist <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=175302">https://www.da.ks.gov/ps/pub/reginfo.asp?id=175302</a>	CFMO	Sept 2, 2013

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.

### Custodial Specialist Construction Facilities Maintenance Office, Topeka, KS The Adjutant Generals Department

**Job Summary:** Full time, unclassified with benefits, state position, \$11.21to \$15.13 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 8/26/2013.

**Job Description:** Employee will perform general custodial duties in but not limited to the following categories:

- Sweeps tile, wood or concrete floors, stairways, landings, porches and entry slabs
- Stripping of floors
- Clean Sinks and drinking fountains
- Thoroughly clean water closets
- Replenish latrine supplies
- Unclog any stopped drain line if possible
- Change light bulbs
- vacuum carpeted areas
- remove trash
- mop floors

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent and two (2) years' experience in building custodial and grounds keeping maintenance, 6 months experience in minor building or equipment repair or successful completion of a vocational trade school may be substituted for 1 year of experience. Physical ability to lift and move objects weighing up to 50 pounds is required.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the 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.

**How to Apply:**

**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>

**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)

(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 Declaration of Employment Form, cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or 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. Please reference Job Posting #175302. The Adjutant General's Department is an Equal Opportunity Employer.

**Required Documents:**

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (see below)
- 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\(2\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(2).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil)

**Kansas Tax Clearance Certificate:** Each applicant 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.

**The Tax Clearance Certificate must be submitted no later than two business days after the close of this job posting.**

++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>.