Adjutant General's Department

2/6/2014

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*

Location	*Open	Position	Title	Department	Closing Date
Topeka	**1,2,3**	Unclassified Full-time	**NEW Engineering Technician (GIS) Topeka, KS** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176667	**Public Works Topeka**	Feb 21, 2014
Topeka	**1,2,3**	Unclassified Full-time	**Re-Opened Application Developer II Topeka, KS** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176515	**DOIT Topeka**	Feb 21, 2014
Ft. Riley	**1,2,3**	Unclassified Full-time	**Industrial Mechanical Technician Facilities Maintenance, Fort Riley, KS** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176343	**Facilities Maintenance Ft. Riley**	Feb 7, 2014
Topeka	**1,2,3**	Unclassified 999'r	**Resource Protection Officer – 999'r, JFHQ** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176365	**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 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. 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.

To Apply: Register your Personal Data and Apply online at 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**

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

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 .
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Engineering Technician
JFHQ - Public Works - Topeka, KS

Requisition# 176667 - Closes February 21, 2014 - Job Summary: Unclassified, Full-time, 40 hours per week, $15.75 - $21.26 per hour. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: The primary responsibility of the Engineering Technician is: Data Entry, Mining and Management;

- Support the GIS program
- Support the energy Utility Data Program
- Assist the GIS Coordinator with Cartography/ Mapping

How will I be screened? (Required Qualifications): Three (3) years of education and/or experience in database management, geographical information systems, or digital spatial databases and analysis. Associates degree in geography or computer science or twenty four (24) academic hours in computer science, geography, cartography and/or related math and science. Training in Energy management, database management and/or cartography. Education may be substituted for experience as determined relevant by the agency. All applicants must have good organizational skills, the ability to write in a clear, concise format, the ability to work independently with limited oversight by the supervisor and the ability to finish projects accurately and in a timely manner. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Will possess experience in the physical sciences, including physics, and utility data knowledge/management; Certificates or work experience or training in the energy field, such as Certified Energy Auditor, certificates of ESRI, authorized ArcGIS training or Engineering Technical School with emphasis on GOS and Field Surveying. Proficiency in ESRI, ArcGIS. Familiarity with Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE), experience with mapping grad GPS equipment and post processing software. General knowledge and application of a variety of software, including but not limited to:

- UM Pro (or equivalent)
- AutoCAS
- Microsoft Office (most importantly, EXCEL)
- SQL
- Python programming
- Pathfinder Office
- TerraSync

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant Generals 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.

++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.**

Applications Developer II
JFHQ – DOIT - Topeka, KS

Requisition # 176515 - closes Feb 21, 2014 - Job Summary: Unclassified, Full-Time, 40 hours per week. $23.31 per hour. State benefits eligible.

Job Description: Position is primarily responsible for response to the needs of internal and external users across the state. May be required to work during emergency situations for extended periods of time.

- Other tasks include:
- Independently modifying, coding, testing debugging and/or integrating applications. Preparing systems designs; developing web applications, with an emphasis on tying web page front ends to databases; and developing new applications and embedded applications. Involves application of JAVA, ASP, PHP and .net languages
- Working with staff from software provider and internal and external customers.
- Training on applications.

How will I be screened? (Required Qualifications): Two years of experience in web development with XML and HTML and one year of experience in coding, testing, debugging and documenting application programs. Closely related education and/or certifications may substitute for all but one year of the web development experience. Valid driver's license is also required. Must be able to obtain and maintain favorable FBI and SAC checks and any other security background checks as may be deemed appropriate. Must have solid communications skills to effectively work with both technical and non-technical individuals and establish valuable working relationships. Must be able to work effectively under stressful conditions for extended periods of time. Must be able to work independently and have strong organization skills.

Preferred Applicants: Will possess an Associate's Degree in computer science or related field or 24 hours in computer sciences and/or 2 years' experience coding, testing and debugging, and documenting application programs preferred. 2 years' experience in XML, JAVA, ASP, PHP, Ne languages, HTML, Access and MS SQL.

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 (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.

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.

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.**