

SENIOR ADMINISTRATIVE SPECIALIST – Position# K0224574

This **unclassified**, full-time position is located in the Pratt Operations Office. This position will be directly supervised by Stuart Schrag, Deputy Secretary.

Key Responsibilities:

- Serves as the direct supervisor to the Fisheries, Wildlife, and Public Lands Divisions' administrative support staff located in the Pratt Operations Office.
- Provides general administrative support for the Deputy Secretary.
- Organizes work assignments, daily oversight, training.
- Performs quality review of job tasks, provides leadership that promotes a positive teamwork environment, and assumes responsibility of filling office support positions.
- Shifts tasks and duties between administrative unit members to promote efficiency, fill gaps, meet deadlines, and provide seamless support for managers.
- Responsible for administration of several major statewide programs and permitting processes through direct supervision and management of administrative support staff within the Fisheries, Wildlife and Public Lands Divisions.
- Ensure contracts and payments are processed timely and accurately, assigns and oversees work activities of other support staff, and ensures permitting activities are performed timely and appropriately.
- Works closely with the Administrative Division staff in meeting all purchasing and contract guidelines and trains and monitors subordinate support staff work for compliance with those guidelines.
- Provides high level support to senior staff members regarding processing, maintaining, monitoring, and general management of federal aid research contracts and agreements with universities, regional/national association memberships, and agreements with national non-governmental organizations.
- Coordinates with Division Directors for all preparations/arrangements for statewide coordination and division meetings.
- Assists with planning, organizing and executing regional/national committee and association meetings when hosted by KDWP.
- Interacts daily with the general public, sportsmen, and landowners, responds to inquiries and requests through direct contact, telephone calls, e-mail or referral to the appropriate office or field staff.

Benefits:

- **Salary:** Beginning hourly wage of \$18.71/hour - \$21.00/hour.
- **Health and other Insurance:** Immediate group health, dental and vision coverage and life insurance coverage.
- **Retirement and Options:** Retirement plan and optional deferred compensation.
- **Paid Leave:** Holidays, sick leave, vacation leave, and parental leave.

Minimum Requirements:

- High School Diploma or GED equivalent.
- Three years of experience in general office, clerical and administrative support work.
- Proficiency in word processing, PowerPoint, and Adobe is preferred.
- Advanced proficiency in use and development of spreadsheets and databases is preferred.
- Strong writing skills, ability to lead by example, and a proven ability to supervise and manage people.
- Accuracy, attention to detail, and ability to relieve superiors of administrative detail by working independently is required of this position.
- A valid driver's license and the ability to pass a background check are required.

How To Apply: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **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

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if you wish to include them**
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.**

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

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 requirements 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 appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time, please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – January 30, 2026

The State of Kansas is an Equal Opportunity Employer. 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 recruiter.