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Administrative Assistant – Human Resources

Employer

Winfield Correctional Facility
1806 Pinecrest Circle
Winfield, KS 67156
620-705-6021

Job Description

Important Recruitment Information for this vacancy:

Position: Administrative Specialist – Human Resources Department

Job Opening ID: 213108

Direct Link:

https://jobs.sok.ks.gov/psp/sokhrprdcg/APPLICANT/HRMS/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=213108&PostingSeq=1

Job Posting closes: Friday, June 14, 2024, at 12:01 A.M.

Required documents uploaded by: Friday June 14, 2024, at 12:01 A.M.

Agency Information: Winfield Correctional Facility

www.doc.ks.gov/facilities/wcf

About the Position:

Who can apply: Candidates that meets the minimum requirements

Classified/Unclassified Service: Unclassified

Full-Time/Part-Time: Full-Time

Regular/Temporary: Regular

Work Schedule: M-F, 7:30 a.m. – 4:00 p.m. (Hours can be negotiated.)

Eligible to Receive Benefits: Yes

Veterans' Preference Eligible: Yes

Search Keywords: KDOC, WCF, HR, Admin, Assistant

Compensation:

Entry Level Salary Rate: \$17.39 hourly

Note: Salary can vary depending upon education, experience, or qualifications.

Employment Benefits:

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Public Student Loan Forgiveness Program participant
- Fitness Center
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs
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[Visit the Employee Benefits page for more information](#)

Position Summary & Responsibilities:

Position Summary:

This position serves as a Human Resources Representative to employees, management, and the public providing direct, accurate, and appropriate assistance/responses in a timely and professional manner. Incumbent is responsible for the WCF/WWRF payroll process, entering personnel transactions, and providing administrative support to the WCF/WWRF Human Resources Department.

Job Responsibilities may include but are not limited to the following:

- Payroll processing for Agency 712 employees
 - Ensure payroll is processed within established timeframes
 - Audit biweekly electronic timesheets to ensure accuracy
 - Make necessary corrections and communicate with employees/supervisors
 - Assist employees with payroll and Time & Leave questions
 - Process prior pay period corrections and adjustments
 - Maintain files for leave slips and pertinent payroll paperwork
- Administrative Support
 - Maintain HR files and keep filing up to date and accurate
 - Track performance review cycles
 - Enter pertinent data into SHaRP, MAP, and KPERs
 - Perform reference checks on candidates for hire
 - Order office and janitorial supplies for building
- Provide assistance to HR Professional I and HR Manager as needed with Benefits Administration, Recruiting, Position Maintenance, Orientation, and data entry
- Serve as back-up to the HRPI in their absence to ensure needs are fulfilled

- Travel to Wichita Work Release Facility as needed or assigned
- Perform duties assigned by HR Manager, HR Director, or Warden

View the full Position Description and Essential Functions by contacting the Recruiter listed below.

Qualifications:

Education

- High School Diploma or GED Equivalent

Licensing & Certification

- Valid Driver License

Minimum Qualifications:

- Two (2) years of experience in general office, clerical, or administrative support work. *Education may be substituted for experience as determined relevant by the agency.*
- Free from felony conviction(s)

Preferred Qualifications: *(May be used to screen applicants)*

- Two (2) years of full-time paid work experience in an office setting in which incumbent performed administrative assistant duties successfully
- Six (6) months of experience working in Human Resources
- Six (6) months of proficient experience with SHaRP and HR procedures
- Professional and successful experience working with PCs, troubleshooting minor issues, and possesses efficient typing skills
- Proficient or Advanced knowledge and experience with Microsoft Office Suite 2016 or later; to include Outlook, Word, and Excel
- Efficient with general office equipment; to include multi-line phone and scanner/copier/fax machine
- Excellent working relationships with peers and supervisors
- Strong ability to prioritize, handle multiple tasks, and stay organized
- Great attention to detail
- Ability to maintain confidentiality
- Strong ability to read and interpret policies, procedures, and guidelines
- Strong ability to read, write and speak in English

Post-Offer, Pre-employment Requirements:

- Take and pass a Drug Screening Test, Medical Screening, and TB Screening

Recruiter Contact Information:

Name: Leslie Aldridge, Human Resource Professional

Email: Leslie.Aldridge@ks.gov

Phone: 620-705-6020

Mailing Address: 1806 Pinecrest Circle, Winfield, KS 67156

Job Application Process:

- First **Sign in** or register as a **New User**.
- **Complete or update your contact information** on the Careers> My Contact Information page. *This information is included on all your job applications.
- **Upload required documents** listed below for the Careers> My Job Applications page.
- Start your **draft job application**, upload other required documents, and **Submit** when it is complete.
 - a. Manage your draft and submitted applications on the Careers> My Job Applications page.
- **Check your email** and **My Job Notifications** for written communications from the Recruiter.
 - a. Email – sent to the Preferred email on the My Contact Information page
 - b. Notifications – view the Careers> My Job Notifications page

Helpful Resources at jobs.ks.gov: “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

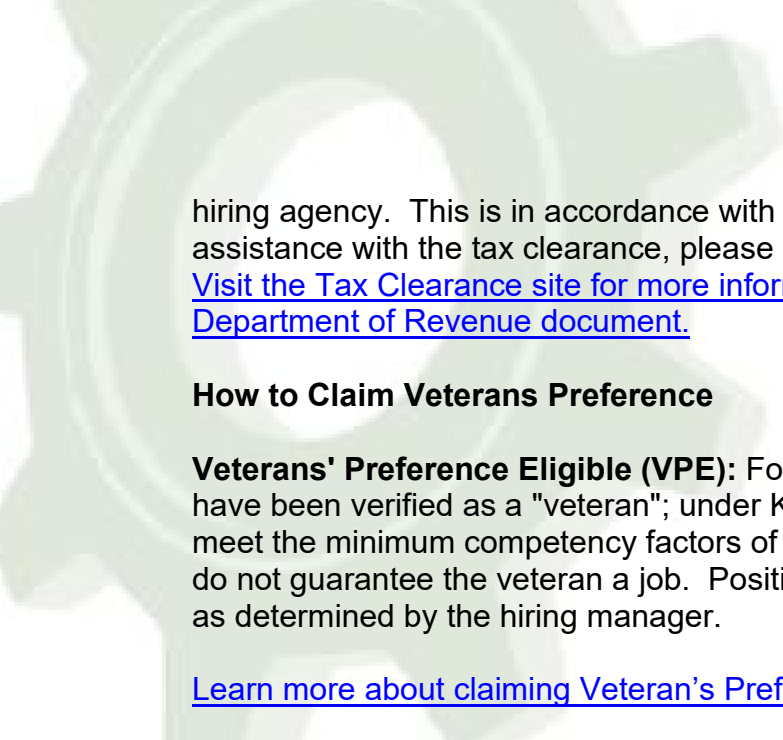
Required Documents for this Application to be Complete:

Upload these on the Careers - My Job Applications page:

- Tax Clearance Certificate
- DD214 (if you are claiming Veteran’s Preference)

Helpful Resources at jobs.ks.gov: “How, What, & Where do I Upload Documents” and “Save Tax Clearance Certificate as a PDF”

Kansas Tax Clearance Certificate Required: Each applicant (even non-residents) 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. 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. All applicants, including current state employees, 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.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

How to Claim Veterans Preference

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.

[Learn more about claiming Veteran's Preference](#)

Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. 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 agency recruiter.

