

Kansas State Board of Indigents' Defense Services

Open Position – Call for Applicants

Administrative Specialist BIDS Administrative Office Topeka, KS

Administrative Specialist:

The Kansas State Board of Indigents' Defense Services (BIDS) is accepting applications for the position of Administrative Specialist in the Human Resources (HR) department in the BIDS Administrative Office in Topeka, Kansas.

The Mission

The Kansas State Board of Indigents' Defense Services, through its regional public defender offices and assigned counsel program, represents adults charged with felonies who cannot hire an attorney. By supporting and elevating public defense in the State of Kansas, BIDS empowers its team to provide relentless representation and collaborative, holistic advocacy in service of client-centered outcomes.

Responsibilities and Qualifications

The Administrative Specialist position reports to the Director of Human Resources and is responsible for providing a high level of administrative support to assist with the daily operations of the Human Resource (HR) department. This position provides strategic support for the HR department by performing a wide range of administrative duties including conducting research, preparing spreadsheets, preparing and editing correspondence, reports, and presentations, processing application materials, publishing documents on websites, making travel arrangements, answering phone, and maintaining calendars and schedules. It is expected that the duties of an Administrative Specialist will include the following (in addition to other tasks, as assigned):

- Post job vacancies in SHARP, job boards, and SBIDS website
- Process and distribute application materials and retain applicant materials in accordance with State retention policy
- Schedule and coordinate applicant interviews
- Prepare and distribute interview packets
- Prepare and process applicant correspondence

- Assist with reference checks
- Performs confidential data entry, scanning, and mailings, prepares and proofs correspondence, and conducts reporting and research
- Register agency for recruitment events
- Coordinate secure key card appointments, track secure key cards for all agency personnel, and cancel secure key cards when applicable
- Maintain employee files and records and ensure accurate and proper record-keeping
- Plan and schedule meetings
- Arrange and coordinate travel and travel reimbursement for staff
- Answer Phone
- Provide back-up coverage for front desk
- Cultivate inclusive and respectful working relationships that support a sense of belonging for all employees and community members
- Perform other administrative duties as required to support the mission and function of HR

Knowledge, Skills, and Abilities:

- Excellent communication skills both verbal and written
- Excellent interpersonal skills
- Ability to work independently and collaboratively while exercising good judgment
- Ability to confidentially manage HR and medical related information with demonstrated ethical and professional conduct at all times
- Excellent problem solving and analytical skills
- Proficient in Microsoft Office Suite

Applicants must have, at minimum, two years of experience in general office, clerical, and administrative support work. Education may be substituted for experience as determined relevant by the agency.

Salary and Benefits

Compensation for this position (Administrative Specialist) ranges from \$15.75 to \$19.95 per hour. Compensation may vary depending upon experience, education, or qualifications. We are happy to discuss compensation expectations with interested applicants.

The State of Kansas Employment Benefits Package includes:

- First day of employment comprehensive coverage under the State Employee Health Plan (SEHP) for medical, prescription drug coverage, dental, and vision. Tax advantage

accounts are available and include options such as a Health Savings Account, Health Reimbursement Account, and Flexible Spending Accounts.

- Additional voluntary benefits including Hospital Indemnity Insurance, Accident Insurance, and Critical Illness Insurance.
- SEHP members and their covered family members have access to the HealthQuest Health Center at 9th and Kansas Avenue in Topeka for in person and virtual health care services.
- Sick & Vacation leave
- Work-Life Balance programs: paid parental leave, military leave, jury leave, and funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

Application Materials Needed

- Cover letter
- Resume
- List of references
- If you are claiming Veteran's Preference, please also include your DD214.

Send resume, cover letter, and list of references, and DD214 (if applicable) by email to Bryan Crouch at bidsrecruiter@sbids.org:

Bryan Crouch
Human Resources Professional
State Board of Indigents' Defense Services
bidsrecruiter@sbids.org

When emailing application materials, please include "Administrative Specialist – Admin HR" in your email subject line.

Applications will be considered on a rolling basis, and positions are open until filled.

Please be aware that if an offer of employment is made, actual employment is subject to the Governor's salary approval.

Kansas Tax Clearance Certificate required:

Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain and submit a valid Kansas Tax Clearance Certificate within 10 days from the date of the offer letter to the hiring agency by accessing the Kansas Department of Revenue's website at <https://www.kdor.ks.gov/apps/taxclearance/default.aspx>. A Tax Clearance Certificate 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. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199 or by email at kdor_specialprojects@ks.gov.

How to Claim Veterans Preference:

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.

Advertised by Kansas State Board of Indigents’ Defense Services.