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Senior Administrative Assistant

Employer

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

Job Description

Position Summary & Responsibilities:

We currently have four Senior Administrative Assistant (SAA) positions to fill at WCF. These vacant positions are located in the Mailroom, Records, and Security Departments. After applying for the position, a Human Resources team member will contact you to gauge your interest in each of the vacant positions. View the full Position Descriptions by contacting the Recruiter listed below. Multiple positions may be filled from this posting.

Mailroom SAA Position Summary:

This position serves as the Mail Clerk for the medium unit at Winfield Correctional Facility, including staff and resident incoming and outgoing mail. May assist the minimum unit SAA as needed. Job Responsibilities may include, but are not limited to, the following:

- Sort and distribute staff and resident mail
- Open, shake out, and review all resident mail for contraband and security violations
- Review magazines and books for censorship
- Respond to resident questions regarding mail issues
- Serve as primary backup for J-Pay operations, reviewing incoming/outgoing electronic mail

Records SAA Position Summary:

This position serves as a Senior Administrative Assistant to the Records Department for Winfield Correctional Facility. The work involves resident records management and data entry. This position will

also serve as the backup for the Administrative Specialist in their absence. Job Responsibilities may include, but are not limited to, the following:

- Compute resident payroll
- Ensure data entry for all resident job assignments, level/restriction changes, and update Job Skill database
- Maintain updated electronic transfer list and process transfers
- Complete OMIS entries as needed
- Maintain resident files and complete imaging of master records
- Clerical duties for the Classification and Records department
- Serve as back-up for the Security SAA and Records AS

Security SAA Position Summary:

This position serves as the Senior Administrative Assistant to Security Administration, including the Disciplinary Administrator. Job Responsibilities may include, but are not limited to, the following:

- Maintenance of the disciplinary data base including OMIS data entry, copying, distributing, tracking, imaging, filing, scheduling disciplinary cases and maintaining the restriction data base.
- Track, distribute, image, and file security reports including count documents, segregation reports, protective custody incident reports, narratives, logs, etc.
- Update visiting database
- Type and distribute security post orders
- Maintain confidentiality of security sensitive and personnel related information.
- Conduct weekly health and safety inspection and manage the resident custodial duties.
- Manage security distribution and mailboxes. Maintain security documents on the internet.

Recruiter Contact Information

Name: Leslie Aldridge, HR Professional

Email: Leslie.Aldridge@ks.gov

Phone: 620/705-6020

Mailing Address:

1806 Pinecrest Circle

Winfield, KS 67156

Apply

Apply at the State of Kansas Careers Portal [HERE](#)

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:

- 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”*

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 determine 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.