



Senior Administrative Assistant / Mailroom Clerk

Employer

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

Job Description

Position: Senior Administrative Assistant/Mailroom Clerk

Agency Information:

Winfield Correctional Facility
1806 Pinecrest Circle
Winfield, KS 67156
www.doc.ks.gov/facilities/wcf

About the Position

Who can apply: Candidates that meet the minimum requirements

Classified/Unclassified Service: Unclassified

Full-Time/Part-Time: Full-Time

Regular/Temporary: Regular

Work Schedule: Monday - Friday, 7:00 a.m. – 3:30 p.m.

Eligible to Receive Benefits: Yes

Veterans' Preference Eligible: Yes

Search Keywords: KDOC, WCF, Cowley, Supply, Supervisor

Compensation: \$15.03

ADDITIONAL PAY DIFFERENTIAL! This position is eligible for an additional \$1.50/hr. pay differential that is approved through the end of the fiscal year (through June of 2024).

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)
- Fitness Center
- Employee discounts with the STAR Program
- Retirement and deferred compensation programs

Position Summary & Responsibilities

This position serves as the Mail Clerk for the facility, including staff and resident incoming and outgoing mail.

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

Manages all aspects of facility and U.S. mail for staff and residents following regulations as outlined in K.A.R., General Orders and federal mail regulations. Gathers resident mail from the outside mailbox each scheduled workday morning; processes, weighs and meters mail. Receives incoming U.S. mail each business day. Sorts and distributes all resident mail each day it is received; verifies and annotates resident's floor locations, prepares for distribution in each living unit; separates legal, official or privileged mail and manages per policy. Opens, shakes out, and reviews all resident mail for contraband and/or security violation(s); follows censor regulations when required on all letters and magazines. Notifies EAI of incoming/outgoing for residents on readable mail list. Reviews magazines and books for censorship. Sends books and other packages to A&D for residents, holds magazines until Central Office approves or denies. Reviews books for the inter-library loan program. Processes staff and facility mail. Enters approved resident-to-resident correspondence in OMIS. Forwards mail of transferred/released residents, verifying addresses in OMIS. Maintains completed proof of delivery for resident legal mail, responds to attorney requests for validation of delivery. Maintains legal mail logs and mail related documents per records retention schedule. Maintains property log of all property received in the mailroom. Delivers U.S. mail to the post office each business day afternoon.

Responds to resident questions regarding mail issues via form-9 or electronic mail.

Serves as primary backup for GTL operations; reviews incoming/outgoing resident electronic messages, releases mail or censors per policy. Forwards questionable messages to EAI.

Provides backup supervision of resident porter(s) when necessary. Other duties as assigned by supervisor.

An essential function of this position is regular and predictable attendance. Incumbent must meet all essential functions of the position.

View the full Position Description by contacting the Recruiter listed below.

Qualifications:

Minimum Qualifications:

- One (1) year of experience in general office, clerical, and administrative support work.
 - Education may be substituted for experience as determined relevant by the agency.
- Free from felony convictions and substantiated PREA claims

Preferred Qualifications: (May be used to screen applicants)

- Two (2) years of professional experience in an office performing administrative support work.
- Knowledgeable of KAR's, IMPP's, and GO's on mail and censor procedures.
- Strong computer and keyboarding skills, to include at least one (1) year of professional experience with Microsoft Office Systems
- Proficient in use of office equipment including, but not limited to copier, fax machine, postage meter/scales, etc.
- Great attention to detail
- Valid Driver's License

Post-Offer, Pre-Employment Requirements:

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

Recruiter Contact Information Name: Leslie Aldridge,

HRP1 Email: Leslie.Aldridge@ks.gov

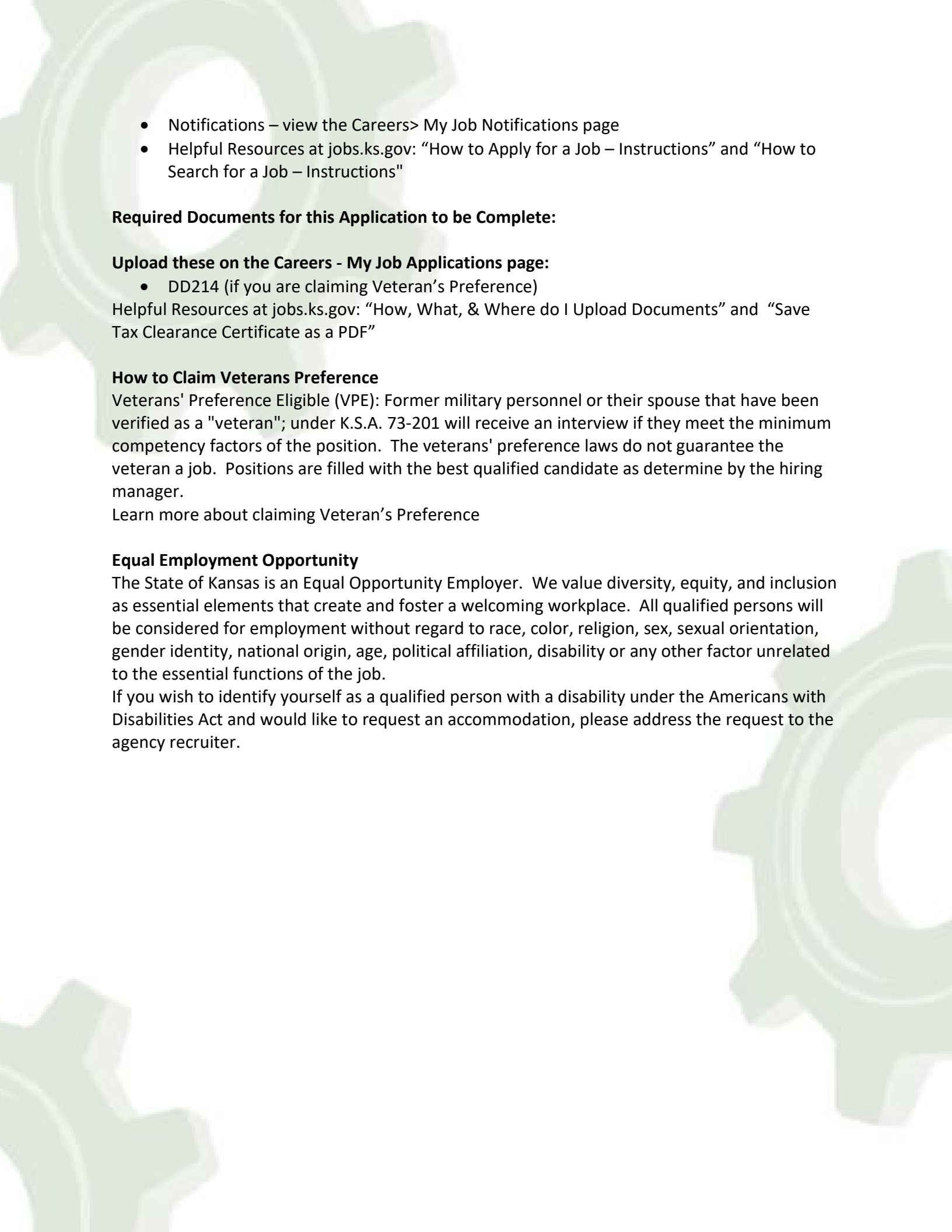
Phone: 620-705-6021

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.
- 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.
- Email – sent to the Preferred email on the My Contact Information page

- 
- 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.