Division: Field Investigations Division-Facilities

Position Type: Part-Time, Unclassified (At Will), Nonexempt, Benefits Eligible

Location: Great Bend, KS

Compensation: \$10.68 + \$.30 Building Trades Differential Hourly

The Kansas Bureau of Investigation is accepting applications to fill a Utility Worker. Primary responsibilities for this positon include cleaning and maintaining of areas at KBI Great Bend office.

PRIMARY DUTIES:

- Clean and disinfect restrooms, urinals, sinks, and partitions, empty wastebaskets and trash containers on a daily basis.
- Sweep and mop floors, dust and clean offices and other work areas as assigned. Strip, wax and buff floors, wash wall and glass enclosures/windows. Vacuum carpeted areas.
- Ensure building and grounds are maintained in a safe and clean manner.
- Assist with removal of snow and ice from walkways using snow shovels and spreading ice melt.
- Assist with building maintenance including painting, repair to damaged walls or ceiling tile, etc.
- Receive shipments and deliver them to the correct area.
- Other duties as assigned

MINIMUM REQUIRMENTS:

- Able to lift moderately heavy items to 50 pounds; Lifting waste liners for disposal.
- Ability to use equipment and tools including mops, brooms, buffers, and vacuums.
- Ability to stand and walk for long periods of time.
- Ability to climb ladders and stairs.
- Ability to work outside for prolonged periods of time in hot or cold conditions.

OTHER REQUIREMENTS

 As a condition of employment, candidate(s) are subject to a pre-employment process to include a polygraph examination, fingerprint based records check, and comprehensive background investigation, including reference check of past and present employers. The pre-employment process will be waived for current KBI personnel who have previously completed the screening requirements

HOW TO APPLY

The application process has **5 REQUIRED STEPS**.

STEP 1: Register by completing the online Personal Data Form at https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data

(Skip this step if you already have an Applicant ID number or State ID.)

STEP 2: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue website at http://www.ksrevenue.org/taxclearance.html. If you need assistance with the tax clearance, please contact 785-296-3199.

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.

STEP 3: Complete the official State of Kansas Employment Application form at https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply

STEP 4: Submit your online application to Kansas Bureau of Investigation (KBI).

STEP 5: Submit resume, cover letter and Kansas Tax Clearance Certificate (**required documents**) via email to KBIEmployment@KBI.STATE.KS.US or postal mail to:

Kansas Bureau of Investigation ATTN: Human Resources 1620 SW Tyler Topeka, KS 66612

Required Documents:

- State of Kansas Employment Application form
- Resume, Cover Letter
- Current Kansas Tax Clearance Certificate
- Academic transcripts may be required at time of interview

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant 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 at http://www.ksrevenue.org/taxclearance.html 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.

Recruiter Contact Information:

Name: Julie Kampsen Phone: 785-296-8200 Email: KBIEmployment@KBI.STATE.KS.US Fax: 785-296-2011

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

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 competency factors of the position, including any preferred selection criteria established in accordance with K.A.R. 1-6-3. 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. See jobs.ks.gov for additional Veterans' Preference Information.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Bureau of Investigation is an Equal Opportunity Employer