

# Office of the Secretary of State Application for Employment



The Office of the Secretary of State has numerous constitutional and statutory duties. From overseeing statewide elections to registering notaries public, from maintaining a database of financing statements to the selling of state flags, the Secretary of State's office serves the people of Kansas in many ways.

As diverse as these duties are, there is one characteristic that is common to all – quality service. A newspaper article once described this office as the least complicated, most accessible agency in state government. If we were to summarize our purpose in a single sentence, it would be to *provide the people of Kansas with economical and efficient, responsible and responsive service.*

The Office of the Secretary of State is one of four statewide elective offices created by the Kansas Constitution. This means the Secretary serves all the people of Kansas and stands for election every four years. The constitution creates the office, but state law defines it and gives it direction. Major divisions within the office stem from three primary statutory responsibilities: 1) administration of statewide elections, 2) administration of Kansas business entity laws, and 3) administration of the Uniform Commercial Code.

## ELECTIONS AND LEGISLATIVE MATTERS DIVISION

The Elections and Legislative Matters division oversees all state elections and assists local election officers. Candidates for national and state offices and for state judicial positions must file with this office. The division is a repository for campaign receipt and expenditure reports of state candidates and financial disclosure statements of state officers and certain state employees. Distribution and sale of the *Kansas Statutes Annotated* and Kansas state flags are among the main functions of the division. The division also files all enrolled legislative bills; distributes the session laws, permanent journals of the house and senate, and the *Kansas Administrative Regulations*; and registers lobbyists, issues their badges and files their expenditure reports.

## BUSINESS SERVICES DIVISION

The Business Services division consists of three departments: a business entity department, a uniform commercial code department, and the agency's customer service center.

The business entity department files and maintains records of corporations, limited liability companies, limited partnerships, limited liability partnerships, general partnerships, and issues authority to foreign entities to conduct business in Kansas. The business entity department also files and maintains subsequent documents such as mergers, dissolutions, cancellations, withdrawals, and annual reports. Charitable organizations, profes-

sional fund raisers, solicitors, trademarks, and service marks are also filed in the business entity department.

The uniform commercial code department files original financing transactions and subsequent amendments both electronically and on paper. The department maintains financing statements where debtors and creditors agree that certain property will be considered as collateral to secure a debt.

The agency's customer service center assists approximately 500 telephone customers daily as well as opening all agency mail.

## ADMINISTRATION DIVISION

The Administration division provides operating services for the entire office, including accounting, payroll, personnel, legal, information technology, procurement, and scanning / microfilm duties. Administration is also responsible for the preparation and publication of the *Kansas Register* (the state's official newspaper), the *Kansas Administrative Regulations* (a compilation of the rules and regulations proposed by state agencies), filing papers regarding watershed and drainage districts, shipping of law books, and securing storage facilities for the agency.

## ORGANIZATIONAL STRUCTURE

The Secretary of State's office has about 50 full-time and 10 part-time employees. Organizational structure of the office is determined to a large extent by state law. The law provides for the appointment of an assistant secretary of state and up to five deputy assistants. Three of our deputy assistants supervise the divisions mentioned above. In addition, there is a deputy assistant who provides legal counsel for the office.

The Secretary of State has a personal staff consisting of an executive assistant, a chief of staff, and a public affairs director.

For more information please visit us on the Web at [www.kssos.org](http://www.kssos.org).



**CHRIS  
BIGGS**  
Secretary of State

# INFORMATION FOR APPLICANTS

## EMPLOYMENT PHILOSOPHY

The office of the Secretary of State does not discriminate on the basis of race, color, national origin, age, sex or disability in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's Office is an equal opportunity employer.

## YOUR APPLICATION

We appreciate the time you have taken in completing this application for employment with the Secretary of State's office. We will give your application prompt consideration. If you have questions concerning employment in this office, please contact our human resources officer at (785) 291-3603.

## BENEFIT OPTIONS for Full-time Employees

- |                                  |                          |
|----------------------------------|--------------------------|
| 1. Group health insurance        | 7. Deferred compensation |
| 2. Group life insurance          | 8. Savings bonds         |
| 3. Optional group life insurance | 9. Parking               |
| 4. Retirement plan               | 10. Vacation leave       |
| 5.                               | 11. Sick leave           |
| 6. Flexible benefit program      | 12. Discretionary day    |

Some of the above benefits are paid in full by the agency, some are paid in part, and some are paid in full by the employee.

## UNCLASSIFIED EMPLOYEES

Employees who serve in unclassified positions are generally appointed by elected officials or cabinet officers and serve at the pleasure of the official who appointed them. These positions do not have the protection of the civil service system. **All employees of the Secretary of State's office are unclassified.**

## CLASSIFIED EMPLOYEES

Employees who are classified according to the jobs they perform and who are part of the state civil service system are classified employees. They have certain rights and protection through the civil service system and are considered insulated from political and non-governmental pressures.

## ACCOMMODATIONS NOTICE

The Americans with Disabilities Act of 1990 ensures you the right of reasonable accommodations. A request for an accommodation will not affect your opportunities for employment with the Secretary of State's office. Arrangements will be made if you have a disability that requires an accommodation for completing an application form, interviewing or any other part of the employment process. It is your responsibility to make your needs known to our office. Please contact us at 785-291-3603 (Voice) or 1-800-262-8683 (TTD/TTY).

1. PERSONAL DATA			
Print Last Name, First Name, Middle		Birth date (Optional)	
Permanent Address		City, State, Zip Code	Work Phone
Current Address (If different than above)		City, State, Zip Code	Home Phone
Position Applying For:		E-mail Address	
Type of Position: 1. Full-time permanent <input type="checkbox"/> 2. Part-time permanent <input type="checkbox"/> 3. Full-time summer <input type="checkbox"/> 4. Part-time summer <input type="checkbox"/>		Are you registered to vote? Yes <input type="checkbox"/> No <input type="checkbox"/>	
When will you be available to work?		Month	Day
Year			
Comments:			
Have you ever been convicted of a crime that might reflect upon your ability to assume a position of government trust? Yes <input type="checkbox"/> No <input type="checkbox"/> (Yes <b>WILL NOT</b> disqualify you from consideration.)			
If yes, explain:			
Have you ever been employed by the state of Kansas? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have relatives employed by the state of Kansas? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, name of agency.		If so, name of agency.	

2. EDUCATIONAL DATA & ACTIVITIES			
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Name & Location of School	Dates Attended	Grade Completed	Major/Courses
High School	From To	Degree GPA	
Community College, College, University	From To	Degree GPA	
	From To	Degree GPA	
	From To	Degree GPA	
Business, Trade, or Special School	From To	Degree GPA	
	From To	Degree GPA	

List involvement in organizations and activities in high school, college and community. Include special awards and offices held.

List any special training or noteworthy achievements you consider relevant.

**3. PRIOR WORK HISTORY**

Please list in order of last or present employer first. If more space is required, attach additional sheets using the same headings.

Employer: _____ Address: _____ Telephone: _____ Type of Business: _____ Your Position: _____	Employment Period From: Mo. ___ Yr. ___ To: Mo. ___ Yr. ___ Total: ___ Yrs. ___ Mos.	Salary or Hourly Rate Starting: _____ Ending: _____ Hours per wk.: _____
Your Principal Duties: _____ _____		
Reason for Leaving (be specific): _____ _____		
List your Supervisor(s): _____		
May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>		

Employer: _____ Address: _____ Telephone: _____ Type of Business: _____ Your Position: _____	Employment Period From: Mo. ___ Yr. ___ To: Mo. ___ Yr. ___ Total: ___ Yrs. ___ Mos.	Salary or Hourly Rate Starting: _____ Ending: _____ Hours per wk.: _____
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Your Principal Duties: _____ _____		
Reason for Leaving (be specific): _____ _____		
List your Supervisor(s): _____		
May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/>		

**4. SKILLS, ABILITIES & ATTRIBUTES**

Please rate yourself on each item listed below. Use a scale of 0 to 5, with 5 being the best.

**A. Software Skills**

- \_\_\_\_\_ Word
- \_\_\_\_\_ Excel
- \_\_\_\_\_ Access
- \_\_\_\_\_ Power Point

**B. Personal Attributes**

- \_\_\_\_\_ Punctuality
- \_\_\_\_\_ Accuracy in Work Product
- \_\_\_\_\_ Professional Attitude
- \_\_\_\_\_ Teamwork Skills
- \_\_\_\_\_ Communication Skills (Written)
- \_\_\_\_\_ Communication Skills (Verbal)
- \_\_\_\_\_ Initiative

**5. PERSONAL REFERENCES (One of the three may be a relative.)**

Name and Occupation	Address	Telephone Number
1.		Work
		Home
2.		Work
		Home
3.		Work
		Home

**6. Use the space provided on the back to answer the following three questions. (Please limit your answers to one page.)**

1. Please tell us about qualities you possess that would enhance the Kansas Secretary of State's office.
2. What are your long range personal and professional goals?
3. Please describe your ideal job. Include expectations you would hold for your employer, as well as expectations your employer should hold for you.
4. If you are applying for a specific position, please tell us how you learned about this vacancy.

- The facts set forth in this application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.
- Pursuant to K.S.A. 75-413, employees serve at the will and pleasure of the secretary of state and may be terminated at any time.
- I agree that the Secretary of State's office may, at its sole discretion, provide compensatory time off in lieu of overtime pay if I am employed in a non-exempt position.
- I have read and understand the above conditions.

\_\_\_\_\_

Use this space to answer the three questions from the previous section.