
21. Describe the work of this position using the page or one additional page only. Use the following format for describing job duties:

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify essential (E) or marginal (M) functions.

1. 30% E Serves as Administrative Specialist to the local area Regional Operations Managers (ROMs) and provides support to the Topeka administrative team as needed. Performs a variety of office and operational functions including, but not limited to, preparing vouchers such as travel reimbursements, invoices, and supply requests; assisting in the planning, preparation, and distribution of information; and coordinating logistics for staff trainings, meetings, and special events. Maintains organized filing systems for leave requests and timesheets and prepares required monthly and quarterly reports. Serves as the state vehicle custodian and oversees vehicle maintenance. Maintains inventory of Commerce equipment across the Workforce Centers. Serves as a member of the Workforce Center leadership team, providing input on training initiatives, operational processes, and continuous improvement efforts. Answers phones and assists customers as needed to support daily center operations.
2. 30% E Serves as the administrative support for the Dept. of Commerce Registered Apprenticeship Program by coordinating and scheduling related instruction and training activities. Assists with securing and communicating with presenters and subject matter experts to ensure all training logistics are organized and confirmed. Provides communication to apprentices regarding schedules, program expectations, and updates. Maintains and tracks required documentation, including apprentice participation, progress, and established program goals, ensuring records are accurate, complete, and aligned with compliance and reporting requirements. Attend bi-monthly trainings to take attendance, provide on-site support, and assist presenters as needed to ensure sessions run smoothly.
3. 35% E Provides assistance to the Foreign Labor Manager in the administration of the H-2A Temporary Agricultural Program, including accurate data entry and processing of required federal forms and supporting documentation. Assists with preparing, reviewing, and tracking H-2A job orders, applications, and related compliance materials to ensure completeness and adherence to U.S. Department of Labor regulations and established timelines. Maintains organized electronic and physical files, monitors critical filing deadlines, and supports communication with agricultural employers and internal staff to facilitate efficient processing and regulatory compliance.
4. 5% M All other duties as assigned

***Some or all duties may be altered in response to a disaster or large scale emergency. This may include temporary reassignment to another work unit, division, state agency or physical location. ***

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent telephone and in person contact with business executives, professionals of all levels, university and community college staff, local officials, and Commerce leadership.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal risks, hazards and discomforts associated with an energetic and professional work environment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer, telephone, and fax.

PART III - To be completed by the supervisor or Human Resources office

27. A. List the Minimum Requirements (minimum qualifications) as stated in the state's official Class Specification. If the Class Specification has a "substitution statement", it must be replaced by whatever the agency deems to be an acceptable substitution (see the HR office for assistance). If no substitution is acceptable, then the substitution statement must be deleted.

Minimum Requirements/Qualifications:

Two years of experience in general office, clerical and administrative support work.

Education may be substituted for experience as determined relevant by the agency.

Valid Driver License and ability to travel to communities throughout the local area or other assigned locales. On rare occasions, overnight travel will be required

B. List any Preferred Qualifications that a well-qualified candidate (or incumbent) should have.

Preferred Qualifications:

Administrative and marketing skills preferred

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date