

## Kansas Office of the Revisor of Statutes

**Job Title:** Office Manager

**County:** Shawnee

**Agency:** Office of Revisor of Statutes

**Applications accepted through:** August 25, 2024

**Principal Responsibilities:** This position is for a full-time Office Manager in the Office of Revisor of Statutes. The primary duties of this position include:

- Serving as agency human resources officer including entering, approving and maintaining leave records, entering and maintaining employee personnel records and acting as the agency designated agent for KPERs.
- Acting as agency fiscal officer including processing accounts payable and receivable, assisting with the development and preparation of the agency budget, monitoring budget activities and providing budget reports to agency management.
- Assisting the Revisor of Statutes with administrative duties including developing processes, serving as point-of-contact with the Legislative chambers staff, backing up administrative support staff, and facilitating upkeep of the office and maintaining supplies.
- Managing administrative support staff including recruiting, training, assigning work, and coordinating schedules.

### Minimum Qualifications:

Two years of experience in planning, organizing, and directing the work of a department or program. Education in management, accounting, business administration, or a related field may be substituted for experience as determined relevant by the agency.

### Preferred Qualifications

- Bachelor's degree in management, business administration or accounting.
- Knowledge of state personnel regulations and SHaRP system.
- Proficient in Microsoft Excel and the state SMART system.
- Strong communication, organizational and computer skills.
- Proven ability to maintain strict confidentiality and ethical standards.

**Annual Salary Range:** \$65,000 - \$80,000 commensurate with experience

### To Apply:

Please submit a cover letter, resume, three professional references to [Debbie.Meador@rs.ks.gov](mailto:Debbie.Meador@rs.ks.gov)

### Recruiter Contact:

Debbie Meador

Phone: 785-296-5249

Fax: 785-296-6668

Email: [Debbie.Meador@rs.ks.gov](mailto:Debbie.Meador@rs.ks.gov)

### Agency Information:

Kansas Office of Revisor of Statutes

300 SW Tenth Avenue, Suite 24-E

Topeka, KS 66612

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 Office of Revisor of Statutes** is an Equal Opportunity Employer

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