

Position Description

Classified/Unclassified	Regular/Temporary	Full-Time/Part-Time	% of Time
Unclassified	Regular	Full-Time	100%
Employee Name		Position Number	Position Title
[REDACTED]		K0229948	Senior Admin Specialist
Supervisor Name		Supervisor Position Number	Supervisor Title
[REDACTED]		[REDACTED]	Forms Team Supervisor
Location		Department ID	Division
Scott Building		5658581000	Business Support Services
FLSA Status		Work Schedule	Regular Hours of Work
Non-Exempt		8 Hours/Day Mon - Fri	7:00 AM - 3:30 PM

1. Please Summarize the duties of this position for posting in the job announcement. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

Coordinates meetings with cross-functional team to design and update forms and publications when form change requests are received. Confers with Information Systems (IS) staff and 3rd party vendors to ensure forms meet intricate technical specifications to process effectively through automated processing equipment. Works with procurement officer to update contracts by gathering data on costs, performance information and processing needs. Manages and creates reports for forms inventory, disbursements and shipping to be used for form ordering and budget. Responsible for database maintenance queries and reports. Maintains and updates statistical information on spreadsheets for forms and correspondence printing and postage costs. Keeps current with Kansas Department of Revenue (KDOR's) guidelines and statutes to create and update forms. Fulfills mail requests received by phone, email, or mail. Completes print requests for forms and correspondence mailings and make decisions regarding any changes that the State Printer needs to make on templates that they maintain and ability to approve changes prior to printing. Utilizes knowledge of team processes to complete tasks for team members that are absent allowing for proper coverage.

2. How much latitude is allowed incumbent in completing work?

Considerable

3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

Written guidelines may be given where processes, policies and procedures are documented; assignments are given as results desired, the means to the end are recommended by this position.

4. Which statement best describes the results of error in action or decision of this incumbent?

Moderate loss of time

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. Generally, the percent of time assigned to task statements should not be less than 5% and not more than 50% Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation. Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

The employee in this position has access to confidential information, which must be treated in accordance with the Kansas Department of Revenue Confidentiality Oath and applicable policies and procedures. The person will receive training as it relates to the duties of this position.

In addition to the tasks listed below, the employee is expected to adhere to the Mission and Vision of the agency and to identify personal strengths and developmental needs to increase job performance and career growth. Analyzes work processes, seeks new approaches and makes recommendations to enhance efficiency and effectiveness of the agency. Works professionally with staff, customers and the public, to provide efficient and effective customer service. Contributes to a productive team environment and uses free time as available to assist other staff in the completion of work assignments.

Recognizes responsibilities to the agency and applies effective work habits and attitudes to meet work requirements. Attends work regularly and on time, plans appropriately for absences and assumes personal accountability for work.

#	% of Time	E or M	Description of Duties
1	35%	E	Oversees and coordinates form inventory and retention of forms information files. Ensures adequate form stock is maintained and ordering forms as needed. Creates reports for the manager on overall operation of tax form process and related functions, increasing volumes of forms received and/or dispersed. Fulfills mail request received by phone, email, or mail. Completes Print Request for forms printing. Monitors shipments to ensure goods received on time and in the event of problems, traces shipments and follows up undelivered goods. Coordinates with procurement officer by compiling information for new or existing contracts.
2	20%	E	Manages contractual relationships and assures quality products with 3rd party vendors who print KDOR tax forms including International Fuel Tax Association (IFTA) and propane decals and forms. Serves as liaison with 3rd party vendors and provides contract management by researching errors and problems, managing quality assurance. Works with procurement officers to update contracts by gathering data on costs, performance information and processing needs.
3	15%	E	Manages the database for bulk order form requests from accountants, libraries, prisons, schools and bookkeepers. Sends letters for tax forms requests and logs payments for forms, reporting the information to the Office of Financial Management for application to the Publication Fee fund. Analyzes information in the forms request database to determine volumes for printed income tax forms for the coming tax year which is sent to budget for encumbering funds for the next fiscal year when the forms will be printed. Creates correspondence to include with form mailings with information about changes to forms that occurred after printing.
4	20%	E	Acts as liaison between the business user, IT, and State Printer to ensure all print and mailing jobs are completed timely and correctly. Designs camera ready drafts of forms ready for printing, testing and placement on the KDOR's website for taxpayer's access. Communicates detailed specifications for automated tax forms to be printed, with precise placement of data and scanlines, accurate in all code data for bar coding and exacting in ink coloration for drop-out ink. Updates an extensive work plan and timeline for all test forms and ensures that all stages of the process are carried out in a timely manner. Reviews electronic data submitted by IS in order to determine the precise accuracy of taxpayer personalized data to be applied to the form that is printed by the State Printer.
5	5%	M	Coordinates with tax specialists, operations managers and associates, and policy staff in order to plan, design and develop tax forms and instructions. Coordinates with Information Services in order to review how operational processes can be enhanced in automated tax form processing. Coordinates meetings with cross-functional associates in order to seek ideas, confirm needs and synthesize data necessary to determine business requirements for tax forms and instructions.
6	5%	M	Other duties as assigned.

6. Does this position directly supervise agency employees?

No

7. List the position titles and position numbers of all agency employees directly supervised by this position:

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

Contact with	Frequency	Purpose	Other
Business Owners	Occasionally	Obtain or verify information	
Community Contacts	Frequently	Obtain or verify information	
KDOR staff	Daily	Explain rules and/or regulations	
Local Government Officials/staff	Frequently	Obtain or verify information	
State Government Officials/staff	Occasionally	Obtain or verify information	
Vendors	Frequently	Explain rules and/or regulations	

9. What hazards, risks or discomforts exist on the job or in the work environment and describe any methods, techniques, or procedures that must be used to ensure safety for equipment, employees, customers, and others. Employee is encouraged to follow office safety practices to ensure safety for self and others in the office.

Position Requirement	Frequency
Walking	Daily
Lifting and/or carrying up to: 25lbs (Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc)	Frequently
Reach over head	Occasionally
Standing	Daily
Sitting	Daily
Ability to ascend and descend stairs	Daily
Bending	Occasionally
Twisting	Occasionally

10. Check all machines that are regularly used in the work of the position and indicate frequency with which they are used.

Equipment	Frequency
Computer	Daily
Copier	Daily
Fax Machine	Occasionally
Telephone	Daily
Scanner	Occasionally

11. Minimum Requirements (MR) as stated in the State of Kansas Class Specification.

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

12. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

13. Security Clearance Requirements: The Security Clearance requirements for this position are:

1*--KBI and FBI fingerprint required due to access to Federal Tax Information files in KDOR systems

14. Preferred education, skills, and experience. (These items will be used to screen applicants when recruiting to fill the position.)

Preferred Education	Degree Area
High School/GED	
Preferred Skills	Description
Computer	Word, Excel, PowerPoint, Access, InDesign, Adobe DC
Grammar	Proofreading, editing, attention to detail

Preferred Experience:

Experience with SMART.

Position Status: Submitted to OPS

Print Date: 6/26/2026