



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ADMINISTRATIVE SPECIALIST I

Job Number: 20001825
Job Code: 96110V190316
Job Group: 9600 - GENERAL ADMINISTRATION
Job Established: 06/16/1982
Job Revised: 03/16/2019

Grade: 09	Salary (MIN - MID):	Special Entrance Rate:
	\$12,122-\$17,959 - Hourly	NONE
	\$1,969.84-\$2,918.34 - 37.5 Hr. Monthly Salary	NONE
	\$2,101.16-\$3,112.90 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides beginning professional level support in performing administrative tasks and in the review, evaluation, development, and implementation of agency's activities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High School Graduate

EXPERIENCE, TRAINING, OR SKILLS:

Three years of experience in business, administrative work, research, or clerical experience.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets and applies laws, rules, regulations, and policies applicable to the administration of agency programs. Reviews proposed state and federal legislative or administrative regulation changes to determine the need for policy and procedure changes. Reviews and develops procedural alternatives as assigned. Collects and analyzes data to write and document administrative reports. Drafts responses to administrators and the general public which required the interpretation and application of policies. Reviews operational records and reports from operating units to determine that program requirements are being met. Works with author or supervisor to resolve inconsistencies or inaccuracies in records or reports. Reviews and edits manuals and procedural memorandums for clarity and consistency of language. Assures that all policy and procedures manuals are updated when changes have been made. Conducts field visits to gather information for reports. Routinely contacts employees in other units or the general public to provide or obtain information. Provides administrative support to supervisors and staff in carrying out the functions of the office.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.