



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ADMINISTRATIVE SECTION SUPERVISOR

Job Number: 20001828

Job Code: 96140V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 02/01/2019

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$21,473-\$31,812 - Hourly	NONE
	\$3,489.38-\$5,169.46 - 37.5 Hr. Monthly Salary	NONE
	\$3,722.00-\$5,514.08 - 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 direct supervision over all employees within a section; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of professional administrative experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional administrative or research experience will substitute for the required education on a year-for-year basis.

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.*

Plans, organizes, supervises and reviews the work of employees to assure economical and efficient operations. Requests

employees to work overtime when necessary, approves leave according to departmental policies and procedures, evaluates employee performance, and recommends salary increases and promotions. Counsels employees on work-related problems, gives oral and written reprimands and recommends disciplinary actions consistent with departmental policies and procedures. Provides in service training and recommends employees for specialized training as needed. Interprets and enforces departmental rules, regulations and policies. Develops and recommends policies and procedures pertinent to the section. Contacts the general public, courts, attorneys, state and federal officials or public organizations to explain and interpret section rules, regulations and policies and to resolve problems resulting from the same. Responsible for the preparation, review, accuracy and maintenance of all section records. Prepares correspondence and special reports as needed. Recommends the acquisition of staff, supplies and equipment as needed.

UNIQUE PHYSICAL REQUIREMENTS:

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 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 that position. 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.