



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## OFFICE SUPPORT ASSISTANT I

Job Number: 20001621

Job Code: 90020V151223

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 08/16/2005

Job Revised: 12/23/2015

Grade: 06	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$8.435-\$11.174 - Hourly	NONE
	\$1,370.70-\$1,815.78 - 37.5 Hr. Monthly Salary	NONE
	\$1,462.08-\$1,936.84 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

**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.*

Performs office support duties by following established methods and routine procedures; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **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.*

Codes, collects, enters, extracts or sorts data via keyboarding. Reviews documents, reports or tax returns for accuracy. Prepares correspondence, forms, reports, vouchers or other similar materials. Assists in maintaining, preparing or reviewing financial, inventory, payroll or other records or reports. Provides general information to state government employees or the general public. Assists in administering or maintaining tests. Assists in an agency library by performing routine duties. Prepares documents for data entry or other processing. Assists in compiling information to be used in documents or reports. Inventories and/or orders office materials or supplies. Inventories, prices, sells or stocks merchandise in a gift shop or retail operation. Operates personal computers, office machines or other office equipment. Receives, opens, distributes or prepares incoming or outgoing mail or parcels. Schedules appointments and/or meetings. Maintains filing systems. Answers switchboard and/or operates office phone systems. Performs receptionist duties.

**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 typical work 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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*