



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADMINISTRATIVE SECRETARY

Job Number: 20001626

Job Code: 90380V000101

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 05/16/2004

Job Revised: 02/01/2019

Grade: 10	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$12,345-\$19,752 - Hourly	NONE
	\$2,006.08-\$3,209.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,139.80-\$3,423.68 - 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.*

Performs office support work of an administrative nature involving responsibility for facilitating management details for a division director, assistant director, branch manager or an equivalent position; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

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

Four years of office support experience.

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

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

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

Office support 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.*

Performs office support work of an administrative nature. Obtains, compiles, prepares, drafts and/or maintains articles, correspondence, data, financial records, manuals, manuscripts, memos, newsletters, reports, speeches, time and attendance records or other documents for supervisors or others. Utilizes office equipment. Proofs documents for accuracy and assures the completion of review. Maintains filing system(s). Schedules appointments and/or hearings. Arranges travel schedules. Provides general information to employees and others. Receives and/or distributes mail to appropriate individuals. Orders office supplies and/or maintains inventory of such. Interprets procedures, regulations or rules to employees or others according to well-defined standards. Participates in the development of office forms, procedures and/or methods. May oversee the work of secretarial or clerical staff.

**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 typically perform 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, 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.*