



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADMINISTRATIVE ASSISTANT

Job Number: 20001823

Job Code: 96080V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 07/01/2018

Grade: 09	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$11,224-\$14,869 - Hourly	NONE
	\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary	NONE
	\$1,945.50-\$2,577.30 - 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 routine administrative duties in the day-to-day functions of an agency; 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, or requisite skills. The experience, training, or skills requirement cannot be met with only requisite skills.

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

NONE

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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 departmental rules, regulations and policies as they relate to general office management. Provides support to supervisors and administrative staff in carrying out the functions of the office. Collects simple data and prepares routine reports and correspondence. Performs research work such as collecting, tabulating and collating routine data. Edits documents, manuals and other materials for style and format. Assures that all policy and procedures manuals are updated when changes have been made. Collects and assembles basic data to be used in the development of bulletins, reports and other informational materials. Coordinates the flow of work between professional staff and clerical staff. Reviews documents for completeness and checks figures for accuracy. Reports unit time and attendance. Trains employees in office routine. Receives complaints and general information requests from the public, does basic research, and notifies superiors or personally drafts or makes oral response.

**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, 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.*