



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADMINISTRATIVE SPECIALIST I

Job Number: 20001825

Job Code: 96110V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 09	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$11,224-\$14,869 - Hourly	<b>NONE</b>
	\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary	<b>NONE</b>

### **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.*

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

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

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

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

NONE

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

NONE

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

Administrative, business, research or clerical 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.*

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 manuals and procedural memorandums for clarity and consistency of language. Conducts field visits to gather information for reports. Routinely contacts employees in other units or the general public to provide or obtain information.

**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.*