



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADMINISTRATIVE SPECIALIST III

Job Number: 20001827

Job Code: 96130V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 08/16/1984

Job Revised: 02/01/2019

Grade: 12	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$14,938-\$23,901 - Hourly	NONE
	\$2,427.44-\$3,883.92 - 37.5 Hr. Monthly Salary	NONE
	\$2,589.26-\$4,142.84 - 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 professional support to the division head, office or unit in developing, implementing and maintaining various complex programs, projects or activities; may supervise subordinate employees; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

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

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

Three years of professional, administrative, or business experience.

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

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

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

Additional administrative, business, research, and/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.*

Executes functions as they affect the programs of numerous and complex organizational segments for the evaluation and improvement of such programs. Plans, organizes, supervises and checks the work of employees engaged in performing administrative functions. Supervises and recommends policy regarding research studies to be initiated in connection with compiling complex interpretive reports and summaries of statistical information. Recommends policy and determinations on fiscal, personnel and budgetary matters. Writes departmental annual reports. Interprets departmental policy to the public and departmental employees.

**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.*