



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADMINISTRATIVE SPECIALIST SENIOR

Job Number: 20001827

Job Code: 96130V240601

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 08/16/1984

Job Revised: 06/01/2024

Grade: 13 Salary (MIN - MID):

\$19,559-\$29,339 - Hourly

\$3,178.34-\$4,767.60 - 37.5 Hr. Monthly Salary

\$3,390.24-\$5,085.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

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 high-level professional administrative support to internal staff and leadership related to an agency's business operations. Performs duties in the oversight of intricate processes such as activities involving mandated regulations or procedures, comprehensive research, or collaboration with internal and external stakeholders; 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 processes of numerous and complex organizational segments for the evaluation, development, implementation, and improvement of such processes. Oversees and serves as the liaison for an administrative process collaborating with multiple functional areas throughout the agency. Performs in-depth research and reporting on detailed processes ensuring compliance with mandated regulations. 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:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**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 employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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.*