



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SALES REPRESENTATIVE

Job Number: 20001587

Job Code: 81920V231216

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 01/16/2005

Job Revised: 12/16/2023

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 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.*

Conducts outside sales calls, based on products or services to be sold, on businesses, groups, associations, reunions, city, county and state government agencies, school districts etc. to generate business for Kentucky State Government agencies such as the Department of Parks and The Department of Corrections, Correctional Industries. Monitors customer satisfaction; 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:

Additional experience in outside sales or at the front desk of a state park will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to time of employment in this job classification. Must maintain any required licensure (s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

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 outside sales calls on businesses, groups, associations, reunions etc. to book meetings, conventions, training seminars, sell products and/or other functions. For the Department of Parks: books group reservations for lodging, food, available meeting space, special equipment and/or activities. Sells gift certificates to companies as incentives. After the sale, introduces customer to Park Lodge Sales and Catering Coordinator. Arranges for outside entertainment, supplies, and other items required by client. For the Department of Corrections: sells products and services produced by inmates at plants located in state operated prisons, including office furniture and seating, metal products, printing, data entry, Braille transcription, embroidery/silk screening, mattresses and bedding, custom wood products, upholstery, modular workstations and panel systems, moving services and wood and metal refurbishing. Provides on-site space planning and design consultations with clients and follow-up customer service as needed. For all agencies utilizing this classification, monitors visitor satisfaction by keeping close contact with customer. Conducts follow up review with customer to ensure customer satisfaction. Resolves billing errors. Performs other duties as necessary. Provides potential customers with displays or advertisements of available products. Answers customer questions concerning products, services or any particular customer problem. Prepares and processes customer orders. Resolves problems with product delivery, service delivery, or product specifications. Generates monthly revenue reports, forecast reports for budgets, and other sales support reports. Enters all bookings and group meal functions in the property management system. Generates contracts and sets deposit due dates, rooming lists, and guest room and meeting space release dates according to the contract agreement. Sends proposals to outline options and requests keeping open communication to support questions and concerns the clients may have prior to signing contracts. Prepares periodic sales reports and records.

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.*

Work is primarily out of the office making sales calls.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. 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.