



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ADMINISTRATIVE SPECIALIST

Job Number: 20001826

Job Code: 96120V240601

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 06/01/2024

Grade: 12 Salary (MIN - MID):

\$17,263-\$25,895 - Hourly

\$2,805.24-\$4,207.94 - 37.5 Hr. Monthly Salary

\$2,992.26-\$4,488.48 - 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 professional administrative support to internal staff and leadership related to an agency's business operations. Performs duties involving general processes and procedures; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

One year 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.*

Interprets and applies laws, rules, regulations, and policies applicable to the administration of agency programs.. Reviews and develops procedural alternatives. Monitors organizational unit budget status and makes recommendations to superiors in terms of internal adjustments necessary to stay within the budget. Studies organizational unit's needs for additional equipment, supplies, and materials and makes recommendations for the requisition thereof. Reviews, compiles, and/or prepares operational records and reports for compliance with federal, state, and agency reporting requirements. Contacts field personnel by phone, in writing, or in person to resolve inconsistencies or inaccuracies in records and/or reports. Attends inter or intra unit meetings on behalf of superiors. Drafts correspondence or other responses for administrators, legislators, attorneys, clients, and/or the general public which require the interpretation and application of policies and procedures. Makes informational presentations to organizations and the general public.

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.