



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROPERTY & ASSET MGMT SPECIALIST II

Job Number: 21003428

Job Code: 83610V230916

Job Group: 8300 - PROPERTY

Job Established: 10/16/2021

Job Revised: 09/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 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.*

Manages and coordinates the liquidation of complex property owned by individuals appointed under guardianship/conservatorship. Researches, investigates, and analyzes high-profile cases in the location and sale of various real and personal property, utilizing multiple relevant community partners and resources; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Four years of business administration, property analysis/evaluation, real estate, paralegal work, investigative/research or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in business administration, property analysis/evaluation, real estate, paralegal work, investigative/research or a related field will substitute for the required college 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.*

Researches complex, unique and detailed real and personal property owned by individuals appointed under guardianship/conservatorship. Researches multiple real and personal property that is of rare or exceptional in value or difficult to ascertain worth and works with relevant community partners. Serves as project for lead for voluminous property cases. Assists in the training and development of Property & Asset Management Specialist I positions. Investigates location of property and conducts research to determine monetary value. Makes recommendations on the disposal of real and personal property. Conducts site visits to properties and performs inventory of personal property. Petitions the court and provides testimony for the recommendation to sell real property. Maintains relationships with community partners such as real estate agents, auction companies, title companies, court clerks, property valuation administrators, attorneys, etc. to assist in the disposal of property. Attends real estate closings and signs documents on behalf of the Cabinet for Health and Family Services to dispose of property.

UNIQUE PHYSICAL REQUIREMENTS:

Some heavy lifting may be required for items up to 50 pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title will be required to visit property sites. Inspect property, complete inventories and write reports. Some properties may be in poor or hazardous condition. Work also performed in office and using the computer.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class 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 class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title maybe 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.