



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OFFICE SUPPORT ASSISTANT II

Job Number: 20001622

Job Code: 90030V000101

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 08/16/2005

Job Revised: 02/24/2006

Grade: 08	Salary (MIN - MID):	Special Entrance Rate:
	\$10,204-\$13,517 - Hourly	NONE
	\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary	NONE
	\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

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.*

Performs a variety of office support duties involving the use of multi-faceted office practices and procedures requiring interpretation and/or initiative; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of office support experience.

Substitute EDUCATION for EXPERIENCE:

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

Substitute EXPERIENCE for EDUCATION:

NONE

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.*

Receives, organizes, edits, corrects or enters various data via keyboarding. Maintains files, logs, manuals or other documents. Prepares documents for filing, storage, data entry or other processing. Drafts or prepares correspondence, detailed forms, reports or other materials. Designs forms, surveys, questionnaires or other documents unique to agency's mission. Has the authority to make decisions based upon well-defined rules, regulations, methods or procedures for the processing of documents and may communicate these decisions to others. Sells tickets and/or balances receipts. Answers inquiries and provides detailed information on office inquiries in person, by telephone or by electronic mail. Checks, maintains or prepares records such as financial documents, office payroll, time and attendance, travel vouchers or related documents. Prepares daily, monthly or annual records or reports. Operates personal computers, office machines or other office equipment. Applies an agency's methods, procedures, rules or regulations to accomplish agency goals or objectives. Orders office supplies and/or maintains inventory of equipment, furniture or other items. Provides training to new employees. Distributes incoming mail or other incoming material to office staff or prepares outgoing mail or parcels. Schedules appointments or meetings for managers or supervisors.

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 typically work 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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.