



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ACCOUNT SPECIALIST I

Job Number: 20001669

Job Code: 91630V000101

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 12/16/1999

Job Revised: 02/24/2006

Grade: 10	Salary (MIN - MID):	Special Entrance Rate:
	\$12,345-\$16,355 - Hourly	NONE
	\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,139.80-\$2,834.88 - 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.*

At the entry level, conducts administrative level actions in the collection of debts owed the state and/or the updating of collection files as required; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in collecting tax or loan accounts using an automated dialing system, accounting, banking, bookkeeping, debt counseling, business administration, child support collection, student financial aid program administration, retail or consumer collections 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.*

In a manual or automated environment, performs beginning level duties in the collection of debts owed the state. Learns in an on-the-job-training environment collection policies and procedures related to enforced collection actions, including tax refund and/or wage attachments and initiates enforced collection action in relatively uncomplicated cases. Gains basic knowledge of applicable federal and state regulations governing the collection of delinquent debts. Under supervision, holds telephone and personal conferences with debtors regarding collection actions. Prepares memoranda, reports and other correspondence to effectuate collections. Makes adjustments to and/or updates collection cases using the necessary accounting documents and/or a personal computer.

UNIQUE PHYSICAL REQUIREMENTS:

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

Contact with debtors frequently results in confrontational or hostile situations.

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.