



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ACCOUNT SPECIALIST III

Job Number: 20001671

Job Code: 91650V000101

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 12/16/1999

Job Revised: 02/24/2006

Grade: 12	Salary (MIN - MID):	Special Entrance Rate:
	\$14,938-\$19,789 - Hourly	NONE
	\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary	NONE
	\$2,589.26-\$3,430.10 - 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 duties as a unit leader and assigns work to subordinate Account Specialists; or monitors the work of other Account Specialists in a specialized activity as assigned by the Branch Manager; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Must have two years of experience in private or public sector collections.

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 high level administrative duties in the collection of debts owed the state. Assists other personnel in the performance of their duties. Uses a detailed knowledge of collection policies, procedures and federal and state statutes and regulations related to collection cases. Initiates enforced collection action, including tax refund and wage attachments and initiates enforced collection actions and court actions. Holds conferences with debtors and/or their representatives and oversees conferences held by other collections personnel. Prepares affidavits, memoranda, reports and other correspondence for internal and external use to effectuate collections, including documents required for court appearances. Provides debtor assistance. Makes adjustments to and/or updates collection cases using accounting documents and/or a personal computer. Advises and assists in the training of other personnel. Reviews incoming mail and assigns work to the Account Specialists. Monitors Medicaid estate recovery letters initiated by the Account Specialists. Monitors correspondence sent to prosecuting attorneys regarding clients who are not abiding by court orders. Gathers information for court appearances.

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.