



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

APPRENTICE

Job Number: 20001922

Job Code: 99110V151223

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 06/16/1982

Job Revised: 12/23/2015

Grade: 05	Salary (MIN - MID):	Special Entrance Rate:
	\$7.667-\$10.157 - Hourly	NONE
	\$1,245.90-\$1,650.52 - 37.5 Hr. Monthly Salary	NONE
	\$1,328.96-\$1,760.56 - 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 unskilled and semi-skilled duties in delivering services essential to the operation of a state agency; and performs other duties as required. (Employees in this classification will work less than nine months in the Interim category.)

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

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.*

Performs janitorial duties in maintaining the cleanliness, safety and general appearance of state facilities. Operates machinery and equipment to maintain grounds by performing such tasks as mowing grass, trimming, planting, pruning and spraying trees and shrubs. Performs simple maintenance and repair jobs such as painting, welding, plumbing, masonry, electrical repairs and carpentry. Assists in working on water and sewage plants. Performs duties at a state resort park in front desk operations such as receiving, confirming and canceling reservations for guests. Operates switchboard. Demonstrates various crafts such as pottery, candle making, woodcarving, blacksmithing and soap making. Performs duties in food service areas such as food preparation, washing dishes, cleaning kitchens and stocking foodstuffs. Serves as a cashier, host or cleans and prepares tables in dining facilities. Assists in conducting recreational activities such as demonstrating games, handing out recreational equipment and leading children in games. Performs both manual labor and clerking duties in receiving, checking, storing, issuing and accounting for materials, supplies and equipment. Serves in customer relations as a tour guide to provide information to customers. Serves in service areas such as selling and taking tickets, working at boat docks and other recreational areas within a park. May serve as a lead worker with other apprentice employees at a boat dock, campground or other areas within a park. Performs various jobs within a gift shop such as sales, stocking and in the inventory of products. Serves in housekeeping by picking up and sorting soiled laundry. Operates a variety of machines in washing, sorting, ironing and folding finished laundry. Sews, mends and repairs damaged property. Works with forestry personnel in planting and caring for seedlings and trees. Clears land. Fights forest fires and takes part in conservation programs.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to lift, pull and push weights of up to fifty pounds and be able to climb, crawl and move about to repair structures, fight forest fires, etc.

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

A majority of time may be spent working outside in inclement weather. Will be exposed to insects, snakes and other harmful animals. Employees in this class will be required to operate various types of equipment used for general building maintenance, lawn maintenance, cooking, cleaning and doing laundry and/or fighting fires.

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.