

**COMMONWEALTH OF KENTUCKY
JOB SPECIFICATION**

JOB TITLE: OFFICE SUPPORT ASSISTANT II	
JOB CODE: 90030V000101 SYSTEM ID: 20001622	GROUP: 9000 - CLERICAL AND OFFICE MACHINE
SELECTION METHOD: QUALIFYING REV.: 05-08 EXAM NO.: NONE NO. OF TEST QUESTION: NONE	SALARY (MIN-MID): \$1,658.16 - \$2,196.52 GRADE: 08 SPECIAL ENTRANCE RATE: NONE
EXTENDED INITIAL PROBATIONARY PERIOD: NONE	

CHARACTERISTICS OF THE JOB: CHARACTERISTICS OF A JOB ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

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: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High school graduate.

EXPERIENCE: Must have two years of office support experience.

SUBSTITUTION CLAUSE:

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

EXPERIENCE: NONE

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
NONE

PRE-EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS JOB WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW BEFORE BEGINNING EMPLOYMENT IN THIS JOB CLASSIFICATION. IT IS THE SOLE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT OF THESE CREDENTIALS BEFORE THE EMPLOYEE BEGINS EMPLOYMENT IN THIS JOB CLASSIFICATION. COPIES OF THE CREDENTIALS OUTLINED BELOW MUST BE SUBMITTED TO THE PERSONNEL CABINET WITH APPOINTMENT PAPERWORK FOR REVIEW AND INCLUSION IN EMPLOYEE PERSONNEL FILE.

NONE

POST-EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS JOB WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

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 ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

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.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS JOB WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed 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."

JOB ESTABLISHED:08/16/2005

LAST REVISION:02/24/2006

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.