

K-T Administrative Specialist III – 30024232

The Kentucky Department of Education (KDE), Office of Career & Technical Education and Student Transition, Rockcastle County Area Technology Center in Mt. Vernon, Kentucky has an opening for an Administrative Specialist III.

Duties and Responsibilities

Provide office support of an administrative nature.

Obtain, compile, prepare, draft and/or maintain documents including articles, correspondence, financial records, reports, and/or timesheets.

Proof documents, maintain filing systems and/or schedule appointments or hearings.

Provide general information to others and may interpret procedures to employees or others.

Order office supplies and/or maintain inventory of such.

May maintain ATC budget/project control.

May process orders for other staff on state purchasing system.

Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Applicants must be a graduate of a college or university with a bachelor's degree and must have three years of professional, administrative, or business experience.

SUBSTITUTION CLAUSE:

Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research, and/or clerical experience will substitute for the required education on a year-for-year basis.

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Pay Grade: 12

Please be advised per 101 KAR 2:034 and KDE's internal policy concerning the salary of newly appointed state employees, the salary range that KDE will consider offering to the selected candidate is \$2,427.44-\$3,883.92. The salary range for this classification, for newly appointed state employees, is non-negotiable due to budget restraints

Position Number: 30024232

NOTE: BEFORE THE CLOSING DATE, applicants must complete an application via the Cornerstone on Demand (CSOD), meet the minimum requirements for the position and applicants must also self-nominate themselves (apply) for the position via the Cornerstone on Demand System.

The closing date to apply for this position is 05/28/2022

For further information concerning the application process, go to the following link: [Personnel Cabinet](#)

Inquiries for this position should be directed to : Sherman Cook, Principal; 1555 Lake Cumberland Road, Mt. Vernon, KY 40456. 606-256-4346.
Sherman.cook@rockcastle.kyschools.us

The Kentucky Department of Education (KDE) participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. KDE will only use E-Verify once you have accepted a job offer and completed the Form I-9.

For more information on E-Verify, or if you believe that KDE has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 999-897-7781 or <https://www.e-verify.gov/>.

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