



Kentucky Personnel Cabinet

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Job details

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Auto req ID : 24517BR
Job Title : 8871 ADMINISTRATIVE SECRETARY
Title Code : 9038
Minimum Requirement - Primary Education : High school graduate.
Minimum Requirement - Primary Experience : Must have four years of office support experience.
Education Substitution : Additional education will substitute for the required experience on a year-for-year basis.
Experience Substitution : Office support experience will substitute for the required education on a year-for-year basis.
Special Requirements : None
Agency : 51 - Educ. & Workforce Development Cab.
Department/Division/Branch/Address : Office of Career and Technical Education / Webster County Area Technology Center
Location : Webster County
Agency Contact : LawrenceT.Garrity@ky.gov
of Vacancies : 1
Position Type : Full-time Merit (18A)
Work Schedule : 1st Shift
Vacancy Type : Competitive - Open To All Candidates
Work Week : 37.5 hr/wk
Pay Grade : 10
Salary Range : Pay Grade 10 (MIN-MID) \$24,072.96 - \$31,892.40 yearly at 37.5 hour work week
Special Entrance Rate : No
Description of Job Duties : Obtains, compiles, prepares, drafts and/or maintains documents. May include articles, correspondence, financial records, reports and/or timesheets.
Proofs documents, maintains filing systems and/or schedules appointments or hearings.
Provide general information to others and may interpret procedures to employees or others.
Oversees and/or reviews work of secretarial or clerical staff.
Selection Method : Qualifying: All candidates who apply and meet the minimum requirements are eligible for placement on the register for hiring consideration.
Group : CLERICAL AND OFFICE MACHINE
Characteristics of the Class : Performs office support work of an administrative nature involving responsibility for facilitating management details for a division director, assistant director, branch manager or an equivalent position; and performs other duties as required.
Typical Working Conditions and Unique Physical Requirements : Work is typically performed in an office setting.
Additional Requirements : Applicants and employees in this classification may be required to submit to a drug screening test and background check.
Post Date : 09/19/2012
Post Ending Date : 09/28/2012

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