Administrative Assistant (Non-Merit, Non-Chapter)
Established in 1914, the Kentucky Board of Nursing (KBN) has an established history of protecting the well-being of the public by development and enforcement of state laws governing the safe practice of nursing, nursing education and credentialing. KBN values excellence, integrity, responsiveness and collaboration. KBN strives to be a future focused and dynamic agency with a strong workforce devoted to its mission and values.

The Kentucky Board of Nursing, Investigation Branch in Louisville (Jefferson County) has an opening for a non-merit, non-chapter Administrative Assistant.

DUTIES AND RESPONSIBILITIES:
This position provides critical professional support and coordination services for the Investigation Branch and staff.

Responsibilities may include, but are not limited to:

- Maintains detailed logs and performs accurate tracking of all incoming and outgoing communication through various platforms and routes information as necessary. Assesses incoming documents and disseminates to appropriate staff. Monitors deadlines and communicates time requirements to staff.
- Responsible for assisting in the creation and maintenance of electronic filing systems, paperless processes, and records tracking. Scans files, follows procedures on naming conventions and organizes electronic records. Assists staff with scanning and proper record maintenance.
- Researches Oracle database for licensure and disciplinary history and performs complex and intricate review, entry and maintenance of data in electronic records systems.
- Assists with the conviction review process including requesting court records, proofing legal documents, compiling data/statistics, conducting criminal and controlled substance history checks and compiling information for review.
- Prepares files for archives according to the Records and Retention schedule. Reviews codes and dispositions of closed cases.
- Reviews branch programs and procedures and makes recommendations for improvement.
- Assists with special projects and provides inter-agency cross-coverage as directed.
- Performs other duties as assigned.

PREFERRED SKILLS:

- Strong Attention to Detail
- Ability to Multi-task and Prioritize
- Self-Initiative
- Dependability
- Excellent Customer Service and Communication Skills

Experience with paperless filing systems and organization and maintenance of electronic documents is highly preferred. Proficiency in Microsoft Office programs and experience in creating and maintaining complex spreadsheets is required.
We offer a great package of employee benefits, including:

- A 37.5 hour work week (occasional overtime may be required)
- Paid Time Off (Sick and Vacation) and Paid Holidays
- Overtime / Compensatory Time
- Flexible Work Schedules
- Affordable Health Insurance with Optional Health Reimbursement Accounts on some plans
- Optional Flexible Health Spending Account
- Optional Dental and Vision Insurance
- Life Insurance
- Optional Deferred Compensation Program (401K & 457)
- Retirement
- Training/Career Development Opportunities
- Wellness Incentive Programs
- And More!

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

Pay Grade: 00
Gross Monthly Salary Range: $2,500.00-$3,400.00 ($30,000.00 - $40,800.00 annually)
Position #: TBD
Employment Type: EXECUTIVE BRANCH | FULL-TIME | NON-MERIT, NON-CHAPTER | FLSA NON-EXEMPT | 37.5 HR/WK
Location: 312 Whittington Parkway, Suite 300, Louisville, KY 40222

**Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at:** [Jennifer.Hart@ky.gov](mailto:Jennifer.Hart@ky.gov)

**This position will remain open until filled.**
An Equal Employment Opportunity/Affirmative Action Employer M/F/D