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

DUTIES AND RESPONSIBILITIES:
This position provides critical administrative support 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. 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 and paperless processes. 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 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.
- 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 in converting paper files into a paperless filing system and/or scanning files for electronic organization and maintenance is highly preferred. Proficiency in Microsoft Office programs and experience in creating and maintaining complex spreadsheets is required.

MINIMUM REQUIREMENTS:
EDUCATION:
Graduate of a college or university with a bachelor’s degree.

EXPERIENCE, TRAINING, OR SKILLS:
Three years of professional, administrative, or business experience.

Substitute EDUCATION for EXPERIENCE:
Additional education will substitute for the required experience on a year-for-year basis.
Substitute EXPERIENCE for EDUCATION:
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
Gross Monthly Salary Range:  $2,427.44-$3,215.72
Position #:  31106571
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

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