



Administrative Specialist II (Non-Merit)

The Kentucky Board of Nursing, Administrative Services Section in Louisville (Jefferson County) has an opening for a non-merit Administrative Specialist II.

DUTIES AND RESPONSIBILITIES:

This position serves as first point of contact for the agency for all licensees, the public and vendors. This position provides support for the implementation of Administrative Service Section activities performed on behalf of the Kentucky Board of Nursing (KBN).

Responsibilities may include, but are not limited to:

- Receives all visitors to the Board of Nursing offices and contacts appropriate staff members.
- Interprets and applies laws, rules, regulations and agency policy when responding to inquiries regarding Board of Nursing activities and functions whether by in person, telephonically, or through electronic communications and routes appropriately.
- Maintains oracle database for staff and visitor activities.
- Oversees the proper procedural implementation for routing of confidential information.
- Serves as agency Pro Card Administrator.
- Assists with scanning of agency records, supports paperless initiatives, and contributes to special projects as needed.
- Ensures proper maintenance of section files, maintains agency listings and drafts/maintains section procedural documentation.
- Assists with and provides back-up for processing cash receipts and the reconciliation of receipts and fixed assets.
- Performs other duties as assigned.

PREFERRED SKILLS:

Office experience and strong oral and written communication skills are required. Dependability, positivity, ability to accurately follow directions and attention to detail are required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

One year 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: 10

Gross Monthly Salary Range: \$2,006.08-\$2,708.34

Position #: 31113526

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.

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