

Advertisement Closes

12/5/2021 (7:00 PM EST)

Administrative Specialist III

Pay Grade: 12

Salary: \$29,129.28 - \$46,607.04

Employment Type: EXECUTIVE BRANCH | FULL TIME, ELIGIBLE FOR OVERTIME PAY | 18A | 37.5 HR/WK

Hiring Agency: General Government Cabinet | Department of Agriculture

Location: Home Work Station

Counties will include: Lewis, Greenup, Rowan, Carter, Boyd, Bath, Montgomery, Clark, Powell, Menifee, Morgan, Estill, Lawrence, Johnson, Martin, Madison, Elliot, Lee, Wolfe, Magoffin, Floyd, Pike, Garrard, Lincoln, Casey, Russell, Clinton, Wayne, Pulaski, Rockcastle, Jackson, Owsley, Breathitt, Letcher, Perry, Leslie, Harlan, Bell, Knox, Clay, Laurel, Whitley, McCreary, Mason, Fleming, Boyle, Knott and Adair

Description

Come work at the Kentucky Department of Agriculture where we continue to make Kentucky Proud! We provide services and programs across the Commonwealth which touch every Kentuckian each day.

This Administrative Specialist III position is located in our Office of Agricultural Marketing, Agricultural Education Branch and has the following duties:

- Coordinate the Mobile Science Activity Center (MSAC) for the designated area within the Commonwealth.
- Work with a nonprofit partner and commodity groups supporting the MSAC.
- Coordinate with schools, administrators, outside interested parties in the booking process.
- Coordinate summer programs with MSAC trailer.
- Data entry and upholding constituent files efficiently and within a timely manner for our nonprofit partner.
- Handle all invoicing for the MSAC trailer visits.
- Provide program support to the MSAC by assisting with the annual Poster and Essay Contest.
- Other duties as assigned.

Preferred Skills and Abilities:

- Should have or receive a CDL within first six (6) months of employment.

This is a fun and rewarding position that is highly interactive with the public! We would love to speak with you about this amazing opportunity.

Selected candidate will work from a home work station.

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.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):** NONE

Working Conditions

Incumbents working in this job title primarily perform duties in an office setting.

Probationary Period

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

If you have questions about this advertisement, please contact Jamie White at [jamie.white@ky.gov](mailto:jamie.white@ky.gov) or 502-782-0290.