



Analyst I

Details

Job ID : 324

Title : Analyst I

Job Code : 1301

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

PERFORMS DIVISION SPECIFIC ANALYSIS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE PROFESSIONAL EXPERIENCE IN A FIELD TO ASSIGNED DIVISION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- SPREADSHEET APPLICATION SKILLS
- COMMUNICATION SKILLS

Job Duties

- ANALYZES DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, PROGRAM DEVELOPMENT
- ANALYZES UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- MAY PREPARE REPORT INCLUDING CONCLUSIONS AND RECOMMENDATIONS FOR SOLUTION OF PROGRAM INEFFICIENCIES
- MAY REVIEW AND ANSWER DIVISION SPECIFIC CORRESPONDENCE
- MAY SERVE ON A VARIETY OF COMMITTEES AND SERVE AS THE LIAISON BETWEEN GENERAL MANAGEMENT AND ASSIGNED DIVISION
- OTHER DUTIES AS ASSIGNED



Analyst II

Details

Job ID : 325

Title : Analyst II

Job Code : 1401

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

PERFORMS DIVISION SPECIFIC ANALYSIS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS ANALYST I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- ANALYZES DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, PROGRAM DEVELOPMENT
- ANALYZES UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- MAY PREPARE REPORT INCLUDING CONCLUSIONS AND RECOMMENDATIONS FOR SOLUTION OF PROGRAM INEFFICIENCIES
- MAY REVIEW AND ANSWER DIVISION SPECIFIC CORRESPONDENCE
- MAY SERVE ON A VARIETY OF COMMITTEES AND SERVE AS THE LIAISON BETWEEN GENERAL MANAGEMENT AND ASSIGNED DIVISION
- OTHER DUTIES AS ASSIGNED



Debt Specialist

Details

Job ID : 466

Title : Debt Specialist

Job Code : 1410

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

RESPONSIBLE FOR ASSURING THAT ALL FINANCIAL TRANSACTIONS ARE CONSISTENT WITH SOUND FINANCIAL PRINCIPLES AND PROGRAM OBJECTIVES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF BOND AMORTIZATION SOFTWARE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- SPREADSHEET APPLICATION SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- KNOWLEDGE OF MUNIX SOFTWARE

Job Duties

- ENSURE TIMELY DEBT SERVICE PAYMENTS FOR FINANCINGS ASSOCIATED WITH JUDICIAL FACILITIES
- DEVELOP AND MAINTAIN DEBT MANAGEMENT REPORTS
- COLLABORATE WITH FINANCIAL AGENTS TO IMPLEMENT FUNDING FOR CONSTRUCTION AND RENOVATION OF JUDICIAL FACILITIES
- ANALYZE DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT
- ANALYZE UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY PREPARE REPORTS INCLUDING CONCLUSIONS AND RECOMMENDATIONS FOR SOLUTION OF PROGRAM INEFFICIENCIES
- REVIEW AND ANSWER DIVISION SPECIFIC CORRESPONDENCE
- OTHER DUTIES AS ASSIGNED



Finance Specialist I

Details

Job ID : 6

Title : Finance Specialist I

Job Code : 915

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

RESPONSIBLE FOR FISCAL ASPECT OF FACILITIES

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE MAY BE REQUIRED

Job Duties

- REVIEWS OPERATING EXPENSES FOR PUBLIC COJ OCCUPIED FACILITIES
- RESOLVES ISSUES IN AOC/COUNTY ESTIMATED OPERATING COSTS
- ANALYZES INCREASE AND DECREASES IN COSTS
- INITIATES ENCUMBRANCES AND PAYMENTS FOR COUNTY AND LEASED SPACE
- RESOLVES ISSUES IN REIMBURSEMENT
- APPROVES INVOICES FOR UTILITIES, OPERATION, AND MAINTENANCE
- TRACKS FURNITURE AND EQUIPMENT COSTS FOR NEW CONSTRUCTION
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASES
- TRACKS, MAINTAINS, AND ADMINISTERS PAYMENTS ASSOCIATED WITH NON-RECURRING OPERATIONS AND MAINTENANCE ACCOUNT
- OTHER DUTIES AS ASSIGNED



Finance Specialist II

Details

Job ID : 395

Title : Finance Specialist II

Job Code : 1015

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

RESPONSIBLE FOR FISCAL ASPECT OF FACILITIES

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF EXPERIENCE MUST BE AS FINANCE SPECIALIST I

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE MAY BE REQUIRED

Job Duties

- REVIEWS OPERATING EXPENSES FOR PUBLIC COJ OCCUPIED FACILITIES
- RESOLVES ISSUES IN AOC/COUNTY ESTIMATED OPERATING COSTS
- ANALYZES INCREASE AND DECREASES IN COSTS
- INITIATES ENCUMBRANCES AND PAYMENTS FOR COUNTY AND LEASED SPACE
- RESOLVES ISSUES IN REIMBURSEMENT
- APPROVES INVOICES FOR UTILITIES, OPERATION, AND MAINTENANCE
- TRACKS FURNITURE AND EQUIPMENT COSTS FOR NEW CONSTRUCTION
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASES
- TRACKS, MAINTAINS, AND ADMINISTERS PAYMENTS ASSOCIATED WITH NON-RECURRING OPERATIONS AND MAINTENANCE ACCOUNT
- OTHER DUTIES AS ASSIGNED



Finance Specialist III

Details

Job ID : 396

Title : Finance Specialist III

Job Code : 1115

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

RESPONSIBLE FOR FISCAL ASPECT OF FACILITIES

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS RELATED EXPERIENCE MUST BE AS FINANCE SPECIALIST II

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE MAY BE REQUIRED

Job Duties

- REVIEWS OPERATING EXPENSES FOR PUBLIC COJ OCCUPIED FACILITIES
- RESOLVES ISSUES IN AOC/COUNTY ESTIMATED OPERATING COSTS
- ANALYZES INCREASE AND DECREASES IN COSTS
- INITIATES ENCUMBRANCES AND PAYMENTS FOR COUNTY AND LEASED SPACE
- RESOLVES ISSUES IN REIMBURSEMENT
- APPROVES INVOICES FOR UTILITIES, OPERATION, AND MAINTENANCE
- TRACKS FURNITURE AND EQUIPMENT COSTS FOR NEW CONSTRUCTION
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASES
- TRACKS, MAINTAINS, AND ADMINISTERS PAYMENTS ASSOCIATED WITH NON-RECURRING OPERATIONS AND MAINTENANCE ACCOUNT
- OTHER DUTIES AS ASSIGNED



Grants Administrator

Details

Job ID : 538

Title : Grants Administrator

Job Code : 1411

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

RESPONSIBLE FOR RESEARCHING, COMPILING, AND SUBMITTING GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND NATIONAL FUNDING ENTITIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- WORKING KNOWLEDGE OF THE KENTUCKY COURT OF JUSTICE AND VARIOUS ADMINISTRATIVE DEPARTMENTS
- BASIC KNOWLEDGE OF CURRENT FEDERAL GRANTS MANAGEMENT ISSUES

Job Skills/Abilities

- QUALIFIED CANDIDATE MUST POSSESS SUBSTANTIVE RESEARCH AND WRITING SKILLS
- SPREADSHEET APPLICATION SKILLS
- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- RESEARCH AVAILABILITY OF FEDERAL AND STATE GRANTS
- MAKE APPROPRIATE REFERRALS TO LOCAL COURTS AND AGENCY DEPARTMENTS
- ASSIST WITH PRE-APPLICATION PLANNING AND WRITING
- CONDUCT RESEARCH TO SUPPORT GRANT EFFORTS
- COMPILE AND EDIT GRANTS
- PARTICIPATE IN GRANT TRAINING SPONSORED BY FUNDING AGENCIES AND KEEP ABREAST OF NATIONAL POLICY CHANGES IMPACTING STATE-LEVEL ENTITIES
- PROVIDE BASIC GRANT TRAINING TO JUDGES, CLERKS, DEPARTMENT MANAGERS, AND OTHER COURT STAFF
- MONITOR LEGISLATION
- MAY ANALYZE DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, AND PROGRAM DEVELOPMENT
- MAY ANALYZE UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- OTHER DUTIES AS ASSIGNED



Grants Specialist

Details

Job ID : 326

Title : Grants Specialist

Job Code : 1101

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

RESPONSIBLE FOR RESEARCHING, COMPILING AND SUBMISSION GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND NATIONAL FUNDING ENTITIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- WORKING KNOWLEDGE OF THE KENTUCKY COURT OF JUSTICE AND VARIOUS ADMINISTRATIVE DEPARTMENTS.
- BASIC KNOWLEDGE OF CURRENT FEDERAL GRANTS MANAGEMENT ISSUES.
- 4 YEARS RELATED EXPERIENCE WITH GRANT FUNDED PROGRAMS

Job Skills/Abilities

- QUALIFIED CANDIDATE MUST POSSESS SUBSTANTIVE RESEARCH AND WRITING SKILLS
- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- RESEARCHES AVAILABILITY OF FEDERAL AND STATE GRANTS
- MAKE APPROPRIATE REFERRALS TO LOCAL COURTS AND AGENCY DEPARTMENTS
- ASSIST WITH PRE-APPLICATION PLANNING
- CONDUCT RESEARCH TO SUPPORT GRANT EFFORTS
- COMPILE AND EDIT GRANTS
- PARTICIPATE IN GRANT TRAINING SPONSORED BY FUNDING AGENCIES AND KEEP ABREAST OF NATIONAL POLICY CHANGES IMPACTING STATE-LEVEL ENTITIES
- PROVIDE BASIC GRANT TRAINING TO JUDGES, CLERKS, DEPARTMENT MANAGERS AND OTHER COURT STAFF
- MONITOR LEGISLATION
- OTHER DUTIES AS ASSIGNED