



JOB OPENING

The Kentucky Commission on the Deaf and Hard of Hearing, a state agency within in the Education and Workforce Development Cabinet, is seeking applicants for Executive Administrative Secretary. The position is located in Frankfort, Kentucky. This is a wonderful opportunity for someone who wants to be immersed in Deaf culture, hone their signing skills, educate and advocate for the deaf and hard of hearing community, and work with a dedicated team of individuals.

Those who are working toward interpreter licensure would potentially have regular opportunities to work with certified interpreters to interpret phone calls as well as formal and informal staff and department meetings. Interpreters who already have a temporary license could also potentially interpret other Commission-related assignments under the supervision of a certified interpreter. As an added benefit, the Commission is often able to cover the cost of most professional development workshops and licensure fees.

Those who are more interested in education and advocacy will have an opportunity work with a knowledgeable staff to mitigate or eliminate barriers experienced by the Deaf community as well as those who are hard of hearing. State government positions also come with benefit packages such as insurance and opportunities to invest toward retirement.

Minimum Qualifications:

- High School Diploma
- Courteous phone manners
- Good organizational skills with the ability to Multitask
- Communicate efficiently using American Sign Language

Preferred Education/Skills:

- Two years of college
- Knowledge of Microsoft Programs
- Typing ability – minimum of 50 WPM.

Duties include but are not limited to the following:

Answering phone/video phone calls, handling logistics for all agency meetings, special accommodations and agency report mailings; maintains records for all administrative functions within the agency; works closely with the Executive Director and staff to carry out special projects; maintains official commission documents and paperwork; coordinates the Executive Director's meetings, conferences, travel arrangements, etc.; directs incoming calls, mail and correspondence to respective offices; other duties as assigned.

Please email resume and cover letter to Elise Kitchen at Elise.Kitchen@ky.gov.

Deadline for Application: Open until filled

The Kentucky Commission on the Deaf and Hard of Hearing does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment.