



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TEMPORARY AID II	16	H	9.491
TEMPORARY AID I	12	H	9.492

SERIES CONCEPT

Temporary Aids perform simple, routine, manual/clerical tasks on a temporary, seasonal, or intermittent short-term basis. Incumbents may work on a university or community college campus or in State agency.

Perform routine and repetitive tasks such as assisting students with completing registration forms, distributing registration packets, conducting surveys, gathering information, setting up chairs, washing laboratory glassware, conducting orientation tours, stocking shelves, pricing books, and other tasks of an unskilled nature requiring limited judgment or knowledge of the overall operations.

Perform related duties as assigned.

CLASS CONCEPTS

Temporary Aid II: Under general supervision, incumbents perform a variety of unskilled manual and/or clerical tasks. This class is distinguished from the Temporary Aid I by more varied tasks, greater independence, and use of some judgment.

Temporary Aid I: Under close supervision, incumbents perform simple, single routine, and repetitive manual and/or clerical work requiring little judgment.

MINIMUM QUALIFICATIONS

TEMPORARY AID II

EDUCATION AND EXPERIENCE: Six months of experience performing simple manual and/or clerical tasks.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: read, write and follow written and oral instructions and apply basic policies and procedures appropriate to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: assist lower level staff in performing their duties.

TEMPORARY AID I

EDUCATION AND EXPERIENCE: Three months of experience performing simple manual and/or clerical tasks.

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MINIMUM QUALIFICATIONS (cont'd)

TEMPORARY AID I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: read, write and follow simple directions; perform routine and repetitive tasks according to established procedures and instructions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Temporary Aid II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	6/14/72	6/14/72
REVISED:	2/16/73	2/16/73
REVISED:	4/14/87	4/14/87
REVISED:	7/1/91P	7/1/91P
REVISED:	6/25/04PC	6/25/04PC
REVISED:	6/21/19RNC	6/21/19RNC