



**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>
<b>PSYCHOMETRIST</b>	<b>32</b>	<b>E</b>	<b>10.179</b>

Under the direction of a Psychologist, Psychometrists administer, score, and report the results of a variety of psychological, neuro-psychological, vocational, personality, intellectual, alcohol, substance abuse, and sex offender tests and assessments of patients/inmates in a rehabilitation, correctional or similar setting.

Assemble patients/inmates to administer tests and assessments; distribute testing materials and explain specific test procedures; administer and score testing and assessment instruments as directed by the psychologist; monitor and document behavior and prepare test results, make preliminary interpretations as required for diagnosis, therapy and research by professional staff.

Debrief patients/inmates regarding test results and scores as directed by the psychologist.

Participate in interdisciplinary treatment team meetings and/or diagnostic staff meetings as requested; assist in developing individual treatment plans as directed.

Provide general mental health assessments and suggest additional intervention or services required; and suggest other psychological tests as indicated by patient/inmate behavior.

Review and evaluate new testing material for possible use by the psychologist; maintain current knowledge of testing innovations and research; attend workshops and seminars and review scientific literature related to the testing and assessment process.

Prepare and maintain records using computer equipment; obtain, enter, store and retrieve data for each individual tested; operate scanners and other automated scoring devices; prepare statistical reports related to testing activities as assigned.

Maintain adequate supply of testing materials; order, receive and store testing materials and supplies according to established procedures; ensure appropriate security of testing materials.

Supervise the work of inmate clerks as assigned.

Schedule and conduct group therapy sessions, as assigned and as directed by a mental health professional.

Perform related duties as assigned.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

**MINIMUM QUALIFICATIONS** (cont'd)

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in psychology, sociology, or closely related behavioral science and one year of experience administering psychological, personality, intellectual, and/or substance abuse tests; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

**Working knowledge of:** theories, principles and practices of administering psychological, neuropsychological, vocational, personality, intellectual, alcohol and substance abuse, and sex offender tests/assessments; commonly used testing and assessment instruments designed to measure and evaluate an individual's mental health and intelligence; medical terminology. **General knowledge of:** rehabilitation and/or correctional techniques. **Ability to:** manage, organize, schedule, administer, score and prepare for a variety of psychological tests; enter data and maintain records using computer equipment; demonstrate interpersonal skills including tact and courtesy; work independently; maintain confidentiality of test results and other sensitive information.

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

**Working knowledge of:** departmental regulations, policies and procedures regarding processing and monitoring testing of patients/inmates; computer operation including data input and retrieval. **Ability to:** establish effective working relationships with patients/inmates, associates, psychologists, other health care providers and the public; organize and prioritize workload; write grammatically correct reports and clinical notes; analyze situations accurately and adopt an effective course of action.

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.

10.179

ESTABLISHED: 6/26/85R  
1/17/86PC

REVISED: 7/1/89P  
8/19/88PC

REVISED: 7/1/99P  
10/2/98PC