



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>
CLERICAL TRAINEE	20	F	2.222

Clerical Trainees receive training designed to prepare them for entry-level work in a clerical or related series. The training period, normally six months, allows individuals to enter the workplace and provides agencies an opportunity to assess the aptitude and potential of individuals to perform higher level work. Duties may include, but are not limited to, training in the following: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, scanners, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Six months of successful experience as a Clerical Trainee in Nevada State service provides for semi-automatic progression to the next level with the approval of the appointing authority.

EDUCATION AND EXPERIENCE: Courses at the high school level and/or relevant work experience. (*See Informational Note*)

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

Ability to: read, write and understand written materials; perform basic arithmetic calculations; interact with others using common courtesy; understand and effectively carry out oral and written instructions; work cooperatively with others.

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

General knowledge of: common office practices and procedures such as opening and distributing mail, answering the telephone and greeting visitors; correct English usage, spelling, grammar and punctuation; operation of computers and other office machines; alpha/numeric and/or computerized filing systems; other program specific knowledge necessary to carry out duties assigned. **Ability to:** use computers, telephones, copiers, fax machines and other office equipment in connection with work assignments.

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.

2.222

ESTABLISHED: 7/1/89P
9/27/88PC
REVISED: 7/1/89P
6/9/89-3
REVISED: 7/1/01P
10/4/00PC
3/4/16PC