STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PUBLIC SERVICE INTERN II	**29**	**E**	**7.653**
PUBLIC SERVICE INTERN I	**27**	**E**	**7.665**

SERIES CONCEPT

Under general supervision, Public Service Interns receive training and complete a variety of assignments in staff activities directly relating to their major course of study in order to enhance their academic training. Incumbents may be employed to intern in any professional occupation in State service. This class may also be used when specific residency or practical experience is a requirement for certification or registration.

Assist the regular staff in performing the duties required in carrying out the purpose and function of the work unit such as administering a program, serving clientele, or conducting research in a particular field of study.

Receive instruction from staff; observe and apply agency methods, practices and procedures to activities and projects.

Assist staff in experimental and research work.

Gather and analyze data and prepare reports summarizing conclusions.

Perform related duties as assigned.

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CLASS CONCEPTS

Public Service Intern II: Public Service Intern II's perform the range of duties described in the series concept while enrolled in a program of post graduate study.

Public Service Intern I: Public Service Intern I's perform the range of duties described in the series concept while enrolled in a program of undergraduate study.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

* Some positions require a valid driver's license or evidence of equivalent mobility at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

* Employment is not to exceed six months from the date of graduation.
* Employment in this class will not lead to permanent status in State service.

MINIMUM QUALIFICATIONS (cont'd)

PUBLIC SERVICE INTERN II

EDUCATION AND EXPERIENCE: Bachelor's degree related to the field of employment and enrollment and continued successful performance in an academic graduate program related to the field of employment at an accredited college or university. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: principles and practices of the professional occupation of interest. **Ability to:** compose reports of work activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: principles and practices of public service administration related to the field of study.

PUBLIC SERVICE INTERN I

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent and enrollment and continued successful performance in an academic program related to the field of employment at an accredited college or university. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: principles and practices of the professional occupation of interest. **Ability to:** compose reports of work activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: principles and practices of public service administration related to the field of study.

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.

	7.653	7.665
ESTABLISHED:	4/1/66	4/1/66
REVISED:	6/16/69	6/16/69
REVISED:	8/13/79-3	8/13/79-3
REVISED:	8/29/79-3	8/29/79-3
REVISED:	12/14/79-3	12/14/79-3
REVISED:	3/27/80-3	3/27/80-3
REVISED:	7/1/93P	7/1/93P
	3/9/93PC	3/9/93PC
REVISED:	6/15/98UC	6/15/98UC