



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>
CAREER AID IV	23	E	7.673
CAREER AID III	20	E	7.675
CAREER AID II	18	E	7.677
CAREER AID I	16	E	7.679

SERIES CONCEPTS

Career Aids typically perform routine clerical/technical support duties which are familiarizing in nature and are related to the classes for which the Career Aids are being trained. The training is to provide progression to the next higher level in the series or transition into the underfilled class by successful completion of the examination, if one is required, and approval of the appointing authority. As the Career Aid is used to underfill classified positions, the grade level of the Career Aid must be at a lower level than that of the position. The Career Aid is typically used in a clerical/technical capacity, however this does not preclude the use of this series in other occupational areas provided the training received as a Career Aid can provide for transition into the underfilled position.

Career Aids may perform office support duties by: processing incoming and outgoing mail; typing such materials as correspondence, reports, agendas and minutes; establishing and maintaining a variety of operational files for accessibility, completeness and compatibility with the agency's needs; entering data into a computer terminal; answering the telephone and assisting the caller when capable or referring to appropriate person; greeting people coming into the office and providing them with requested information or directing them to the appropriate person; giving general information about programs and agencies to clients; interviewing and taking information from clients; composing factual, technical correspondence to provide information to requesting individuals or organizations; making and confirming staff appointments; making travel arrangements, including transportation, lodging, travel advances and claims; requisitioning common office supplies and equipment and maintaining an ongoing inventory of such; completing common personnel and payroll documents; collecting and compiling statistics and/or information to provide technical assistance; monitoring budget accounts and reconciling monthly status reports; and performing supervisory activities over subordinate positions.

Perform related duties as assigned.

CLASS CONCEPTS

The Career Aid series is designed for the disadvantaged who, because of cultural, economic or social background or special disability, have been unemployed or underemployed in the past or are likely to be in the future. Career Aids are utilized to underfill positions and are trained in the many fields in State service (i.e., clerical, technical, paraprofessional, maintenance-service, etc.), depending on the needs of the employing agencies. Career Aids as State employees are covered under the State Merit System, and as such are covered by the various personnel rules, policies and procedures which affect all State employees.

Career Aid IV: Incumbents at the Career Aid IV level typically perform the full range of clerical or technical support duties, which may include operating office equipment; disseminating general information about agency or program; composing factual, technical correspondence; establishing or maintaining operational files; requisitioning common office supplies and equipment; completing common personnel and payroll documents; collecting and compiling statistics and/or information; monitoring budget accounts and reconciling monthly status

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CLASS CONCEPTS (cont'd)

Career Aid IV: (cont'd)

reports; making travel arrangements; entering data into a computer terminal; interviewing and soliciting information from clients; and supervising subordinate personnel. Incumbents at this level are expected to perform a variety of clerical/technical duties under limited supervision. The Career Aid IV may provide transition into an underfilled class.

Career Aid III: Incumbents at the Career Aid III level typically perform clerical or technical support duties which may include operating office equipment; acting as a receptionist; composing factual, technical correspondence; maintaining operational files; completing common personnel and payroll documents; collecting statistics and information; and supervising subordinate personnel. The Career Aid III is designed to provide progression to the Career Aid IV or transition into an underfilled class.

Promotion to the next higher level of Career Aid IV can be achieved upon one year of satisfactory performance as a Career Aid III and the recommendation of the appointing authority.

Career Aid II: Incumbents at the Career Aid II level function in a continuing trainee level typically performing clerical or technical support duties which may include operating office equipment; processing mail; answering the telephone; filing information in operational files; greeting visitors; and relaying factual, technical information.

Promotion to the next higher level of Career Aid III can be achieved upon six months of satisfactory performance as a Career Aid II and the recommendation of the appointing authority.

Career Aid I: Incumbents at the Career Aid I level function in the on-the-job training level performing clerical duties which are familiarizing in nature and are related to the position for which they are being trained. These duties may include observing basic forms, work flow and work patterns of experienced workers; processing mail; answering the telephone; and making simple referrals. The on-the-job training is to provide progression to Career Aid II or transition into an underfilled class.

Promotion to the next higher level of Career Aid II can be achieved upon six months of satisfactory job performance as a Career Aid I and the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Candidates must have no apparent vocational skill or trade, or if trained, little or no experience in the trained field and must be culturally, economically or socially deprived.

CAREER AID IV

EDUCATION AND EXPERIENCE: One year as a Career Aid III in Nevada State service; **OR** completion of high school or GED and two years of demonstrated work experience; **OR** an equivalent combination of education and experience, substituting one year of work for two years of education.

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

Knowledge of: common office practices and procedures as applied to processing mail, answering the telephone, reception, making and confirming staff appointments, maintaining operational files, and simple bookkeeping. **Ability to:** establish and maintain a variety of operational files, compose factual, technical correspondence, make travel arrangements, make arithmetical calculations, convey factual information to staff members, outside agency personnel and the public; *and all knowledge, skills and abilities required at*

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MINIMUM QUALIFICATIONS (cont'd)

CAREER AID IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Knowledge of: agency office practices and procedures as applied to processing mail, answering the telephone, reception, making and confirming staff appointments, maintaining operational files and simple bookkeeping; State and agency purchasing rules and regulations as applied to obtaining supplies and equipment; State and agency rules and regulations as applied to travel advances and claims; supervisory principles and practices, if applicable to the position, as applied to supervising subordinate clerical positions. **Ability to:** enter data into a computer terminal, interview and take information from clients, complete common personnel and payroll documents, monitor budget accounts and reconcile monthly status reports, collect and compile statistics and/or information to provide technical assistance.

CAREER AID III

EDUCATION AND EXPERIENCE: Six months as a Career Aid II in Nevada State service; **OR** completion of high school or GED and one year of demonstrated work experience; **OR** an equivalent combination of education and experience, substituting one year of work experience for two years of education.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Knowledge of: proper English grammar, spelling and punctuation, filing systems and procedures, the proper and businesslike manner of dealing with the public and co-workers. **Ability to:** follow oral and written instructions as needed to receive training and job duties, communicate verbally and in writing, make arithmetical calculations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: public agencies. **Knowledge of:** common office practices and procedures as applied to processing mail, answering the telephone, reception, making and confirming staff appointments, maintaining operational files and simple bookkeeping; supervisory principles and practices, if applicable to the position, as applied to supervising subordinate clerical positions. **Ability to:** organize and present ideas in a clear and effective manner; interact with the community and other agencies in general; enter data into a computer terminal; elicit and disseminate client information; complete common agency forms; maintain filing systems unique to the agency's needs; make travel arrangements.

CAREER AID II

EDUCATION AND EXPERIENCE: Six months as a Career Aid I in Nevada State service; **OR** completion of the eighth grade and one year of demonstrated work experience; **OR** an equivalent combination of education and experience, substituting one year of work experience for two years of education.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Ability to: communicate verbally and in writing; make arithmetical calculations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Knowledge of: English grammar, spelling and punctuation; filing systems and procedures. **Ability to:** apply basic regulations and procedures appropriate to the position; do repetitive tasks.

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MINIMUM QUALIFICATIONS (cont'd)

CAREER AID I

EDUCATION AND EXPERIENCE: No specific experience or education required.

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

Ability to: adapt to a work environment.

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

Working knowledge of: a work environment. **Knowledge of:** the proper and businesslike manner of dealing with the public and co-workers. **Ability to:** perform routine and repetitive work tasks; follow oral and written instructions as needed to receive training.

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.

	<u>7.673</u>	<u>7.675</u>	<u>7.677</u>	<u>7.679</u>
ESTABLISHED:	8/1/68	8/1/68	8/1/68	8/1/68
REVISED:	12/15/69	12/15/69	12/15/69	12/15/69
REVISED:	1/13/78-3	7/26/78-3	7/26/78-3	1/13/78-3
REVISED:	7/26/78-3	4/11/86	4/11/86	7/26/78-3
REVISED:	4/11/86	7/1/93P	7/1/93P	4/11/86
		9/24/92PC	9/24/92PC	
REVISED:	7/1/93P			7/1/93P
	9/24/92PC			9/24/92PC
REVISED:	9/26/14RNC	9/26/14PC	9/26/14RNC	9/26/14PC