



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>
SKILLBRIDGE TRAINEE	31	7.773	B

Under immediate supervision, incumbents perform a variety of duties while receiving training for advancement to a higher-level class. This series may be utilized for entry into any Occupational Group.

Employees in this class receive on-the-job training in the duties performed in a particular field. Training received is designed to prepare individuals to do the entry-level work in that class.

Duties are performed under the guidance and direction of journey level staff and/or supervisors and are closely monitored to ensure accuracy and conformance to legal requirements and established policies and procedures. Training may be supplemented by formal or informal classroom courses, workshops, and other instructional activities.

This is an entry-level trainee class. Employees in this class will progress within the appropriate professional series pursuant to regulations regarding recruitment processes and automatic advancement.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Applicants must be honorably discharged from a branch of the United States Armed Forces or National Guard or in the process of transitioning out of military service honorably. Verification of honorable discharge or transition out of military service must be submitted at the time of recruitment.
- * Applicants must have successfully completed a State of Nevada SkillBridge internship program at the time of appointment.

SKILLBRIDGE TRAINEE

EDUCATION AND EXPERIENCE: Two years of experience in a Military Occupational Specialty in the field in which the applicant is to be trained; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: problem solving techniques; research techniques; recordkeeping; organizational principles; operation and use of database management, spreadsheet, word processing, and/or other associated business software. **Ability to:** apply complex agency and/or program regulations, requirements, and policies to specific situations; receive, review, and process a variety of documents according to established guidelines, policies, regulations, and timelines; write grammatically correct business correspondence; read and understand analytical, statistical, and/or technical information related to the profession; communicate effectively both verbally and in writing; interact effectively with clients and/or staff from a variety of backgrounds.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for the class series to be trained.)

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.

7.773

ESTABLISHED: 11/30/23UC