



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>
STAFF PROFESSIONAL TRAINEE	30	B	7.777

Under immediate supervision, incumbents perform duties at the sub-journey level while receiving training for advancement to an entry-level professional class. This class may be used for entry into State Land Agent, Personnel Analyst, Training Officer, and other professional series in any department of State government. (NOTE: The Fiscal/Business Professional Trainee class is used for entry into the Budget Analyst, Management Analyst, Investment Analyst, Financial Institutions Examiner, Accountant and Auditor series that are related to management of State government resources.)

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

Duties may include performing technical and/or paraprofessional work in the professional field in order to build a foundation of theoretical and/or experiential knowledge. Duties will involve assignment of entry-level professional work which is closely monitored by a journey-level professional or supervisor in the particular field. On the job training may be supplemented by formal or informal classroom courses and/or workshops.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university in any field; **OR** two years of journey level technical or paraprofessional experience in the field in which the applicant is to be trained.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Knowledge of: problem solving techniques; research techniques; basic mathematics; organizational principles.
Ability to: write grammatically correct business correspondence; read and understand technical information related to the profession; communicate verbally to express ideas and explain problems/solutions/findings; analyze problems and develop logical solutions; interact effectively with clients and/or staff from a variety of backgrounds.

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 professional class series.)

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.

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 REVISED: 2/28/03UC

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