

Joe Lombardo  
Governor



Jack Robb  
Director

Matthew Tuma  
Deputy Director

Mandee Bowsmith  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**MEMORANDUM**  
**HR# 73-23**

December 21, 2023

**TO:** DHRM Listserv Recipients

**FROM:** Mandee Bowsmith, Administrator *Mandee Bowsmith*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – ADMINISTRATIVE  
SERVICES OFFICER SERIES

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Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than January 22, 2024.

If no written objections are received in this office by January 22, 2024, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #20-24**  
**Posting Expires: January 22, 2024**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.215	Administrative Services Officer IV	44	A	7.215	Administrative Services Officer IV	44	A
7.216	Administrative Services Officer III	41	A	7.216	Administrative Services Officer III	41	A
7.217	Administrative Services Officer II	39	B	7.217	Administrative Services Officer II	39	B
7.218	Administrative Services Officer I	37	B	7.218	Administrative Services Officer I	37	B
	<i>NEW</i>			7.226	<i>Administrative Services Officer Trainee II</i>	35	<i>B</i>
	<i>NEW</i>			7.227	<i>Administrative Services Officer Trainee I</i>	33	<i>B</i>

### ***Basis for Recommendation***

At the request of the Division of Human Resource Management (DHRM) a review of the Administrative Services Officer series was conducted. Administrative Services Officers function as business managers for a department, large division, or major program area, with responsibility for accounting, budgeting, and fiscal management. Additional responsibilities are varied and include planning, organizing, coordinating, and supervising work in or more business functions such as purchasing and warehouse operations; contracts and leases; human resources; Information Technology; buildings and grounds maintenance; facilities management and construction; food and laundry services; investments; vehicle utilization and maintenance; and/or communication equipment and office support services.

In coordination with subject matter experts from DHRM, and in conversation with Department/Division staff, it is recommended that two trainee levels be added to the series to allow for upward mobility of existing State employees and allow for a wider and more diverse group of applicants.

- 1) *Administrative Services Officer Trainee II, 7.226, grade 35*: Under general supervision, incumbents continue to receive training in performing duties described in the series concept. This is the continuing trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) *Administrative Services Officer Trainee I, 7.227, grade 33*: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

It is also recommended that these new trainee levels be placed in the 7.000 Occupational Group - Fiscal Management & Staff Services, Business Management sub-group which is consistent with the existing series. In addition, it is recommended that the Administrative Services Officer Trainee II be allocated at a grade 35 and the Administrative Services Officer Trainee I be allocated at a grade 33 which is a two-grade differential between levels in the series and is consistent with most class specifications in State service. Furthermore, the

EEO Administrator has assigned the EEO-4 Code of “B” Professionals to the two new levels.

It is also recommended that the Education and Experience section of the Minimum Qualifications, at the Administrative Services Officer I, II, III, and IV be amended to clarify equivalencies and to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

*Changes to the class specification are noted as follows: additions in blue and deletions in red.*

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at [https://hr.nv.gov/Sections/Classification/Proposed\\_Classification\\_Changes/](https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/) . For additional information call (775) 684-0137.

**Objections to the proposed new classification must be received in writing by January 22, 2024.** Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: December 21, 2023**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ADMINISTRATIVE SERVICES OFFICER IV</b>	<b>44</b>	<b>A</b>	<b>7.215</b>
<b>ADMINISTRATIVE SERVICES OFFICER III</b>	<b>41</b>	<b>A</b>	<b>7.216</b>
<b>ADMINISTRATIVE SERVICES OFFICER II</b>	<b>39</b>	<b>B</b>	<b>7.217</b>
<b>ADMINISTRATIVE SERVICES OFFICER I</b>	<b>37</b>	<b>B</b>	<b>7.218</b>
<b><i>ADMINISTRATIVE SERVICES OFFICER TRAINEE II</i></b>	<b><i>35</i></b>	<b><i>B</i></b>	<b><i>7.226</i></b>
<b><i>ADMINISTRATIVE SERVICES OFFICER TRAINEE I</i></b>	<b><i>33</i></b>	<b><i>B</i></b>	<b><i>7.227</i></b>

**SERIES CONCEPT**

Administrative Services Officers function as business managers for a department, large division, or major program area, with responsibility for accounting, budgeting, and fiscal management. Additional responsibilities are varied and include planning, organizing, coordinating, and supervising work in two or more business functions such as purchasing and warehouse operations; contracts and leases; human resources; Information Technology; buildings and grounds maintenance; facilities management and construction; food and laundry services; investments; vehicle utilization and maintenance; and/or communication equipment and office support services.

Formulate, develop, and monitor comprehensive agency and/or program budgets; research and compile information regarding proposed purchases, expenditures, and contracts; prepare and present ~~oral~~ *verbal* and written justifications for budget proposals; compare expenditures against spending authority; approve transactions; develop revenue and expenditure forecasts by analyzing historical fiscal data and trends and assessing program needs.

Plan, organize and oversee agency/program accounting functions; develop, implement and revise policies and procedures related to the collection and disbursement of funds; establish and monitor internal control procedures and reporting processes; oversee the development and enhancement of automated systems used to maintain records and generate reports; prepare, review and distribute financial reports to management and external agencies; assist internal and external auditors by providing requested information.

Work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors, and others in the community to coordinate activities, provide and obtain information, resolve problems, and represent the interests of management.

Analyze and resolve operating and fiscal management problems; prepare, review, and evaluate a variety of materials including financial reports, budget status reports, contracts, leases, and other documents to identify problems and trends, develop solutions, and advise management on alternative courses of action; research and interpret documentation related to assigned functions to determine applicable precedents, regulations and/or administrative guidelines.

Oversee activities related to budget, fiscal management, and other assigned areas of responsibility to ensure compliance with applicable laws, regulations, policies, administrative guidelines, and standards.

Oversee the preparation and maintenance of comprehensive records related to budget, accounting, fiscal management, and other areas of responsibility; develop retention schedules and policies in accordance with legal requirements and State regulations.

Identify, plan, and coordinate capital improvement projects; develop project specifications; evaluate bids; present and defend project proposals and status reports; and monitor construction and repair activities.

ADMINISTRATIVE SERVICES OFFICER IV	44	A	7.215
ADMINISTRATIVE SERVICES OFFICER III	41	A	7.216
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ADMINISTRATIVE SERVICES OFFICER I	37	B	7.218
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ADMINISTRATIVE SERVICES OFFICER TRAINEE I	33	B	7.227

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**SERIES CONCEPT (cont'd)**

Plan, organize and manage programs and activities in assigned areas of responsibility; develop and implement goals and objectives; review and evaluate outcomes and results; assess program effectiveness and propose enhancements to improve efficiency and effectiveness; develop innovative solutions to operational problems; train, supervise and evaluate the performance of other personnel as assigned.

Perform related duties as assigned.

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**ALLOCATION OF POSITIONS**

Positions are analyzed and evaluated ~~[on the basis of]~~ *based on* seven established classification factors that include: the nature of work performed; the knowledge, skills and abilities required; supervisory/managerial responsibility; independent/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts. In addition, positions are compared to ~~[Benchmark Descriptions and to]~~ one another in relation to the size, number, and type of accounts managed; the size and complexity of the agency; the type and number of funding sources; the size and level of staff, and the diversity of classes used by the agency.

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**CLASS CONCEPTS**

**Administrative Services Officer IV:** Under general administrative direction, incumbents serve as the director of administrative or support services for a large and complex department such as Corrections, Transportation or Health & Human Services. Incumbents report directly to the department director or administrator of a large division, which has many complex and diverse programs, multiple budget accounts and staff in multiple locations throughout the State. Incumbents have a high degree of authority to make and implement independent decisions without the supervisor's approval. The consequence of error is significant since incumbents provide the highest level of administrative advice and support in critical areas of budget, fiscal management, and business operations. Positions allocated to this level may be expected to direct, supervise, and oversee the activities of lower-level Administrative Services Officers in addition to professional, technical and support staff.

**Administrative Services Officer III:** Under administrative direction, incumbents manage some or all the functions described in the series concept. Incumbents report to a department director or the administrator of a large division which has complex and diverse programs offered at numerous locations in the State. They have a high degree of authority to make and implement independent decisions not requiring the supervisor's approval. Incumbents have a broad scope of responsibilities, and the consequence of an error in decisions is high. The Administrative Services Officer III is distinguished from the Administrative Services Officer II level by greater autonomy in decision-making, consequence of error, and the number and complexity of programs which the department or division administers.

**Administrative Services Officer II:** Under general direction, incumbents manage some or all the functions described in the series concept. Incumbents in this class report to a department director or assistant director, a division administrator or assistant administrator, or the director of a facility. Incumbents are responsible for programs which are moderate in number, complexity, and diversity. The degree of authority to make decisions is more limited than is evidenced at the Administrative Services Officer III level. The Administrative Services Officer II class is distinguished from Administrative Services Officer I by greater complexity of work, and broader scope of responsibility.

ADMINISTRATIVE SERVICES OFFICER IV	44	A	7.215
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ADMINISTRATIVE SERVICES OFFICER I	37	B	7.218
<i>ADMINISTRATIVE SERVICES OFFICER TRAINEE II</i>	<i>35</i>	<i>B</i>	<i>7.226</i>
<i>ADMINISTRATIVE SERVICES OFFICER TRAINEE I</i>	<i>33</i>	<i>B</i>	<i>7.227</i>

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### CLASS CONCEPTS (cont'd)

**Administrative Services Officer I:** Under general supervision, incumbents manage some or all the functions described in the series concept. In a large department, division or major program area, incumbents typically report to a higher-level Administrative Services Officer and are responsible for smaller scale budgets or programs for the agency. Or in a small agency, incumbents manage most of the functions described in the series concept and typically report to a department director or deputy director.

**Administrative Services Officer Trainee II:** *Under general supervision, incumbents continue to receive training in performing the duties described in the series concept. This is the continuing trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

**Administrative Services Officer Trainee I:** *Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

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### MINIMUM QUALIFICATIONS

#### **SPECIAL REQUIREMENT:**

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

#### **ADMINISTRATIVE SERVICES OFFICER IV**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business administration, accounting, finance, or a related field and seven years of professional experience in formulating, developing and analyzing agency budgets, *accounting, and* fiscal management; and management of multiple business operations, two years [e] which were equivalent to an Administrative Services Officer III in Nevada State service; *OR graduation from high school or equivalent education and nine years of professional experience as described above; OR two years of experience as an Administrative Service Officer III in Nevada State service; OR* an equivalent combination of education and experience as described above. (See Special Requirement)

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

**Working knowledge of:** department funding sources and fiscal policies and procedures; specialized auditing principles and practices applicable to governmental programs and activities; organizational planning, budgeting, governmental accounting, fiscal forecasting, contracting, purchasing, inventory control, data processing and other business management areas. **Ability to:** negotiate solutions to problems where competing interests and conflicting opinions exist; direct operations and activities related to the agency's budget, fiscal control, and business operations; make independent decisions requiring advanced knowledge of fiscal management and budgeting; provide the highest level of technical advisement to management in critical program areas; supervise and evaluate the performance of lower-level Administrative Services Officers and other professional staff; develop and implement long-range plans and develop innovative solutions to complex problems; plan, organize and coordinate multiple programs and activities. **Skill in:** planning, organizing, and managing broad and complex programs; *and all knowledge, skills, and abilities required at the lower levels.*



ADMINISTRATIVE SERVICES OFFICER IV	44	A	7.215
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<i>ADMINISTRATIVE SERVICES OFFICER TRAINEE II</i>	<i>35</i>	<i>B</i>	<i>7.226</i>
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### MINIMUM QUALIFICATIONS (cont'd)

#### ADMINISTRATIVE SERVICES OFFICER IV (cont'd)

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

**Detailed knowledge of:** State government and agency functions; departmental policies, administrative guidelines and applicable laws and regulations; legislative processes related to the department's budget development, organizational structure, expenditure of funds and business operations. **Ability to:** exercise managerial control in determining organizational structure, budget development and control, staffing, and expenditure of funds.

#### ADMINISTRATIVE SERVICES OFFICER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field and five years of professional experience ~~[including two years of responsibility for]~~ *managing* two or more major business operations such as grants administration, purchasing and warehouse operations, contract and lease administration, human resources, Information Technology, or facilities ~~[maintenance]~~ *management* and construction *one year which was equivalent to an Administrative Services Officer II in Nevada State service; OR Bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field* and ~~[three]~~ *five* years of experience formulating, developing and analyzing agency budgets, *accounting*, and fiscal management, one year ~~[of]~~ *which was equivalent to an Administrative Services Officer II in Nevada State service; OR graduation from high school or equivalent education and seven years of professional experience as described above; OR one year of experience as an Administrative Services Officer II in Nevada State service; OR* an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

**General knowledge of:** organization and functions of State agencies; State administrative rules, statutes, and guidelines. **Working knowledge of:** the agency mission, programs, operations, policies, and objectives. **Ability to:** present reports, defend the agency budget, and provide information and justifications to the legislature as requested; research and analyze data impacting an agency's major business functions; establish short- and long-range goals consistent with the mission and business needs of the agency; apply principles of financial management to large and diversified budgets and programs; develop corrective action plans consistent with applicable agency policies, legal requirements and legislative directives. **Skill in:** planning, developing and monitoring diverse programs and business operations; developing clear objectives consistent with departmental and State goals; principles and techniques used in planning, organizing, developing and administering comprehensive programs which are subject to unprecedented circumstances; government administrative processes including budgeting, internal control procedures, policy development, planning, problem solving, and management analysis; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Administrative Services Officer IV.)*

#### ADMINISTRATIVE SERVICES OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field and four years of professional experience ~~[including two years of responsibility for]~~ *managing two or more* major business operations/functions such as grants administration, purchasing and warehouse operations, contract and lease administration, human resources,

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ADMINISTRATIVE SERVICES OFFICER I	37	B	7.218
<i>ADMINISTRATIVE SERVICES OFFICER TRAINEE II</i>	<i>35</i>	<i>B</i>	<i>7.226</i>
<i>ADMINISTRATIVE SERVICES OFFICER TRAINEE I</i>	<i>33</i>	<i>B</i>	<i>7.227</i>

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### MINIMUM QUALIFICATIONS (cont'd)

#### ADMINISTRATIVE SERVICES OFFICER II (cont'd)

##### EDUCATION AND EXPERIENCE: (cont'd)

Information Technology, or facilities ~~[maintenance]~~management and construction, *one year which was equivalent to an Administrative Services Officer I in Nevada State service; OR Bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field and ~~[and two]~~ four years of professional experience formulating, developing and analyzing program or agency budgets, accounting, and fiscal management; one year ~~[of]~~ which was equivalent to an Administrative Services Officer I in Nevada State service; OR graduation from high school or equivalent education and six years of professional experience as described above; OR one year of experience as an Administrative Services Officer I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirement)*

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

**Working knowledge of:** organizational structure and programs administered by the agency; laws, rules and guidelines specific to assigned areas of responsibility; State budgeting principles and practices; accounting principles and practices; contract preparation and management; principles of sound business management; supervisory and training techniques. **Ability to:** plan, organize and oversee the work of professional, technical and support staff; train, supervise and evaluate the performance of employees working in a wide range of functional areas; identify and prioritize program needs and organize work activities accordingly; advise and direct management regarding fiscal issues; plan, develop and maintain budgetary and financial reports related to business operations, revenues and expenditures, and contract reviews; develop and implement comprehensive budgets for an agency or major program. **Skill in:** organizational planning, budgeting, fiscal forecasting, contracting, and purchasing; *and all knowledge, skills, and abilities required at the lower levels.*

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

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Administrative Services Officer III.)*

#### ADMINISTRATIVE SERVICES OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field and three years of professional experience ~~[including two years of responsibility for]~~ *managing* major business operations/functions such as grants administration, purchasing and warehouse operations, contract and lease administration, human resources, Information Technology, or facilities ~~[maintenance]~~management and construction; *OR Bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field and three years of professional experience formulating, developing and analyzing program or agency budgets, accounting, fiscal management, and/or conducting statistical/economic data collection, analysis and research; ~~[involving the application of advanced statistical, mathematical and economic principles and research modeling;]~~ OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year of experience as an Administrative Services Officer Trainee II, Budget Analyst II, ~~[or]~~ Economist II, or Management Analyst II in Nevada State service performing duties as described above; ~~[OR two years of experience as a Management Analyst II in Nevada State service performing duties as described above;]~~ OR an equivalent combination of education and experience as described above. (See Special ~~[Notes and]~~ Requirement)*

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

**General knowledge of:** budgeting principles and practices; accounting principles and practices. **Ability to:** read and interpret financial documents such as statements, budgets, contracts and reports related to business



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ADMINISTRATIVE SERVICES OFFICER I	37	B	7.218
<i>ADMINISTRATIVE SERVICES OFFICER TRAINEE II</i>	35	<i>B</i>	<i>7.226</i>
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### MINIMUM QUALIFICATIONS (cont'd)

#### ADMINISTRATIVE SERVICES OFFICER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
 processes; read, interpret and apply rules, regulations and statutes to determine and ensure compliance and provide direction to management and staff; write clear and concise policies, procedures, reports and justifications using correct English grammar, vocabulary, spelling and punctuation; communicate ~~orally~~ *verbally* to instruct, advise or persuade management, staff and others regarding budget requests, policy interpretation, fiscal status and business operations; train, supervise and evaluate the performance of assigned personnel; establish and maintain cooperative and effective working relationships with management, staff, vendors, auditors and the public; research, organize and analyze data related to budget, fiscal management and business operations; operate a personal computer including spreadsheet, database and word processing software; identify and resolve operating and fiscal management problems; analyze data and formulate logical conclusions and recommendations; exchange ideas, information and opinions with others to define problems, concerns and objectives related to budget, finance, administration and internal controls. **Skill in:** mathematical calculations and computer applications sufficient to develop complex financial and statistical models, prepare financial reports, make fiscal projections, and analyze fiscal data; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Administrative Services Officer II.)*

#### ADMINISTRATIVE SERVICES OFFICER TRAINEE II

*EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field and two years of professional experience formulating, developing, and analyzing program or agency budgets; conducting statistical/economic data collection, analysis and research; managing fiscal aspects of grants/subgrants; and/or financial records maintenance to include designing, implementing, and interpreting fiscal narrative and data reports and/or auditing fiscal documents; OR graduation from high school or equivalent education and four years of experience to include two years at the professional level as described above; OR one year of experience as an Accountant I, Accountant Technician III, Administrative Services Officer Trainee I, Budget Analyst I, Economist I, Grants & Projects Analyst I, or Management Analyst I in Nevada State service performing duties as described above; OR an equivalent combination of education and experience as described above. (See Special Requirement)*

*ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
 General knowledge of: generally accepted accounting principles; principles and practices of bookkeeping; budgeting and forecasting; basic principles of organization and management; modern methods and principles of planning; statistical methods required to analyze, project, and present fiscal data; principles and techniques of data collection, analysis, and evaluation; database, spreadsheet, and word processing software. Ability to: summarize complex data and present recommendations clearly; collect, analyze, and organize information and develop sound and concise recommendations; prepare clear and understandable reports substantiated by necessary references or other documentation applied to financial statements, special reports, federal reports, and/or balance sheets; make verbal presentations and answer questions regarding budget issues and expenditures; and all knowledge, skills, and abilities at the lower level.*

*FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
 (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Administrative Services Officer I.)*

ADMINISTRATIVE SERVICES OFFICER IV	44	A	7.215
ADMINISTRATIVE SERVICES OFFICER III	41	A	7.216
ADMINISTRATIVE SERVICES OFFICER II	39	B	7.217
ADMINISTRATIVE SERVICES OFFICER I	37	B	7.218
ADMINISTRATIVE SERVICES OFFICER TRAINEE II	35	B	7.226
ADMINISTRATIVE SERVICES OFFICER TRAINEE I	33	B	7.227

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*MINIMUM QUALIFICATIONS (cont'd)*

ADMINISTRATIVE SERVICES OFFICER TRAINEE I

*EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance, or related field and one year of professional experience assisting in formulating, developing, and/or analyzing program or agency budgets; conducting statistical/economic data collection, analysis and research; managing fiscal aspects of grants/subgrants; and/or financial records maintenance to include designing, implementing, and interpreting fiscal narrative and data reports and/or auditing fiscal documents; OR graduation from high school or equivalent education and three years of professional and/or technical experience as described above; OR one year of experience as an Accountant Technician II or Fiscal/Business Professional Trainee III in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirement)*

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

*General knowledge of: research and analysis techniques and methodologies; bookkeeping practices and theories. Ability to: read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations; communicate effectively both verbally and in writing; write clear and concise business correspondence using correct English grammar, punctuation, spelling, and vocabulary; operate a computer to enter, retrieve, manipulate, format, and present information; establish and maintain effective working relationships.*

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

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Administrative Services Officer Trainee II.)*

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 series.

	<u>7.215</u>	<u>7.216</u>	<u>7.217</u>	<u>7.218</u>	<u>7.226</u>	<u>7.227</u>
ESTABLISHED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	X/X/XXUC	X/X/XXUC
REVISED:	7/1/93LG					
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC	6/5/98UC		
REVISED:	12/14/07PC	12/14/07PC	12/14/07PC	12/14/07PC		
REVISED:	7/1/17LG	7/1/17LG	7/1/17LG	7/1/17LG		
REVISED:	9/27/17UC	9/27/17UC	9/27/17UC	9/27/17UC		