

TRAINEE (GROUP OF CLASSES)

DISTINGUISHING FEATURES OF THE CLASS: This is on-the job training to acquire the necessary experience-knowledge to qualify at the level of competence required of appointees to the primary job. Generally, the minimum educational qualifications must have been met at the time of appointment. The work and study are performed under close supervision, direction and instruction of a specialist in the job field. Appointments to a trainee position will be to fulfill the experience and/or education requirements called for and will not exceed two (2) years. Appointees who satisfactorily complete their training program and probationary period, and who otherwise qualify, will be approved in the primary title without further examination. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs study and reading assignments, observes demonstrations and otherwise learns policies, procedures, techniques and/or practices appropriate to the work of the primary job;

Learns and assists in performing duties of the primary job;

Performs increasingly responsible duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge appropriate to the level and kind of formal educational requirements specified for the primary title; aptitude for performing the duties of the primary job.

MINIMUM QUALIFICATIONS: Unless specifically noted otherwise, completion of the minimum education set forth in the Minimum Qualifications section of the specification for the primary title and a sufficient amount of work experience to meet the qualifications of the primary title less that which may be obtained by a trainee program – not to exceed two (2) years.

NOTE: This specification must be identified by a title and attached to a standard specification to be valid for examination purposes.