

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

GOVERNMENTAL CAREER TRAINEE

Position Code: K3807

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, for a period not to exceed twelve months, receives working assignments designed to develop knowledge, understanding and practical skills consistent with the various professional career disciplines within the Office of the Secretary of State; receives controlled assignments in a broad range of departmental activities or an assignment in a specific phase of departmental operation involving the completion of practical work tasks of increasing difficulty and responsibility.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives orientation, in-service and on-the-job training in the operating procedures and nature of the functions of the Office of the Secretary of State and state government in general.
2. Accepts and completes assignments of increasing difficulty for the purpose of gaining experience and developing working skills; consults with supervisory personnel on working problems and makes recommendations for needed improvements.
3. Pursues to successful completion assigned projects and builds and refines knowledge of the tools and techniques utilized in the assigned area of operation, along with the appropriate methods and procedures of application.
4. Attends and participates in counseling sessions, seminars, conferences and presentations pertaining to state government and the Office of the Secretary of State designed to enhance knowledge of the subject matter.

REQUIREMENTS:

Education and Experience

Requires a Bachelor's degree in some field of higher education.

Knowledge, Skills and Abilities

Requires ability to prepare comprehensive written and oral reports.
Requires ability to understand and follow oral and written instructions.
Requires ability to profit from formalized and on-the-job orientation and training.
Requires ability to apply knowledge gained to work assignments.

GOVERNMENTAL CAREER TRAINEE (Continued)

Approved by the Secretary of State Merit Commission - May 12, 1981
Effective - May 16, 1981

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year