



Trainee Under-Fill A

Category: Classified
Pay Grade: C55
Job Code: 01492

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs trainee or higher-level work and development described under an Appointing Authority's approved training plan in an area of assignment and line of work lower than an existing classification that has no lower level approved career ladder; carries out lower level duties consistent with the approved higher level position classification in a training and developmental capacity; may perform leadership, staff work, or line operations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Receives and performs training and development in staff or line work relating the requirements and assignments of the approved higher-level job classification;
- Provides assistance to managers in staff or line work relating to the position requirements;
- Receives and processes applications;
- Answers phones;
- Orders supplies;
- Trains new employees;
- Completes training and assignments in the position's job description and training plan;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Training, education, experience, and other credentials vary by position in order to identify one or more appropriate candidates to perform the tasks and activities relating to an approved position description and training plan; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Ability to perform training assignments, job development, and on-the-job tasks;

- Ability to complete reading and math assignments;
- Ability to deal with co-workers and the public with tact, patience, and courtesy;
- Ability to apply computer applications and software;
- Ability to communicate effectively, both orally and in writing;
- Ability to organize and comprehend new information, training, and on-the-job related practices;
- Ability to obtain required certifications and licenses, if any.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.