

Class Concept

This is entry-level professional work providing a full range of services to state agencies in a variety of disciplines. Positions in this class are assigned less complex projects or problems, or are assigned segments of an overall larger and more complex project. Work assignments are characterized by defined objectives and specific guidelines, but require an overall understanding of project design and purpose. The Professional Associate classification is intended as a resource to attract entry-level talent in various fields to the State. It is expected that incumbents that perform successfully in this level will be allocated up to a permanent class.

The Professional Associate – General may perform entry-level professional work for such disciplines as administration, business and finance, information and communication, and program management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of the area of assignment supported.
- Working knowledge of administrative and office techniques.
- Working knowledge of the theories, principles, practices and terminology of the assigned discipline in order to deliver services.
- Ability to communicate effectively orally and in writing.

Minimum Education and Experience (please use the wording standards provided)

Bachelor's degree in the area of assignment; or an equivalent combination of education and experience.

All degrees must be received from an appropriately accredited institution.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.