

PROFESSIONAL WORKER

NATURE OF WORK

This is temporary professional work in the unclassified service performing services which require previous experience and/or specialized training.

Work involves responsibility for performing various professional or specialized duties which require knowledge and application of fundamental professional principles, practices and techniques of the particular profession involved. Work is performed in accordance with the established procedure of the department assigned with varying supervision dependent upon the particular work assignment. Work may include supervisory duties. Time of employment may vary from one hour to full-time employment for a limited period of time depending on the length of the project. Assignments may vary from a series of short projects to a single assignment requiring an extended period of time to complete. Employees in this classification will be limited to pay for time actually worked and not eligible for benefits received by classified employees.

EXAMPLES OF WORK PERFORMED

Assists in conducting surveys and collecting information to be used in administrative, fiscal, budgetary and procedural analysis; compiles and calculates statistical data in the preparation and administration of assigned projects; prepares special reports concerning assigned area.

Assists administrative or professional employees in routine assignments; performs a variety of professional-level administrative research and investigative work as assigned.

Performs advanced legal work under the supervision of an attorney; makes appearances and participates in trials involving civil matters; assists in filing, researching and examining legal documents and public records; drafts legal documents, ordinances, resolutions and executive orders.

Contacts and confers with community agencies, professional groups and the general public concerning the objectives of various projects and programs.

Develops operational plans and procedures necessary for the implementation of programs and projects; prepares budget estimates and administers budgets for projects.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the area to which assigned.

Knowledge of fundamental professional principles, practices and techniques of the profession employed by the department to which assigned.

Knowledge of research techniques, methods and procedures.

Ability to apply the professional principles, practices and techniques of the profession to which assigned.

Ability to properly interpret and make decisions in conformance with established laws, regulations and policies.

Ability to analyze, interpret and submit oral and written reports.

Ability to successfully supervise subordinate employees.

Ability to deal tactfully and courteously with the public on an individual basis.

Ability to establish and maintain effective working relationships with governmental officials, coworkers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Related college level course work or some experience in the area to which assigned.

MINIMUM QUALIFICATIONS

Sufficient training and experience as well as the ability to perform the duties to which assigned.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license may be deemed appropriate for the position as determined by the appointing authority.

(Applies only to certain positions with the City Attorney's Office as determined by the appointing authority.) Certification by the Dean of Law School, under applicable rules of the Nebraska Supreme Court, as being of good character and competent legal ability, and as being adequately trained to perform as a Legal Intern under the general supervision of the attorney(s) designated by name.