**Connecticut Careers Trainee / CCT**

 **(2292AR) AR15**

***For the target titles of Revenue Agent 1 (6887 AR 19) or Tax Corrections Examiner 1 (8681 AR20) with a one year training program. This class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional position.***

*EXAMPLES OF DUTIES*

In a department or institution receives training in introductory governmental work for development of skills and knowledge in field of public administration in order to qualify for advancement into agency professional positions; performs a variety of increasingly difficult duties as skills are acquired during course of training period; performs related duties as required.

*KNOWLEDGE, SKILL AND ABILITY*

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

*MINIMUM QUALIFICATIONS*

**Possession of a Bachelor's or Master's degree.**

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee classification.

2. Candidates cannot be appointed until all degree requirements are complete.

*PROMOTION*

Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.

APPOINTMENT

For candidates with a Bachelor's Degree or Master’s Degree:

 LENGTH OF TARGET CLASS EXPERIENCE AND TRAINING LENGTH OF TRAINING PERIOD

 Five (5) Years One (1) Year

*SALARY*

First Year of Training:

Bachelor's degree SG 15 Step 1

Master's degree SG 15 Step 2

1. The salary for an employee who completes any of the above Minimum Requirements after initial appointment to the Connecticut Careers Trainee job class will be adjusted commensurate with the schedule above and effective the pay period following the date the Master's degree has been conferred or the pay period following the date the appropriate number of credits as indicated above have been earned.

2. For current state employees compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class manual.