



# Classification Training Level I

## Writing Job Descriptions

During this one-day session, we will discuss:

- Origin and elements of the classification program
- The CMS 104, its purpose and content
- Writing effective duty statements

At this time, the course is unavailable. To reserve a place for this training when it becomes available, please sent a request to [CMS.ATD@Illinois.gov](mailto:CMS.ATD@Illinois.gov).

**Visit our website at:**

<http://www2.illinois.gov/cms/Employees/Education/training/Pages/default.aspx> and click on the “Course Schedule“ link for current class dates, time and locations.