

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

CLERICAL TRAINEE - 08050

Monthly Salary Range: *\$1346 - \$2848

No Option – Regular Test

*Rates of pay for employees working in Trainee classes or in other classes pursuant to a Trainee Program shall conform to those set forth in the applicable Trainee Program. Trainee rates will normally be less than the entrance rate for the class for which training is being conducted.

General duties: A Clerical Trainee for a period of six to twelve months, performs a variety of office duties as a participant, in an agency training program providing on-the-job training and experience leading to qualification for full time employment in a State agency.

Knowledges tested: Written Instructions; English Usage; Alphabetizing; Numeric Filing; Error Recognition.

Tests and weights: Automated multiple-choice test 100%.

**NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.

Length of eligibility period: One year.

Counties in which positions are established: Cook, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

10-28-96 K (MS-01-4 Salary 4-1-16), Counties Updated 3-25-02, Removed SS Option 4-16-10