

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ADMINISTRATIVE SERVICES WORKER TRAINEE

POSITION CODE: 00600

Effective: 8-1-82

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, receives training in the performance of functions involved in administrative services; performs various duties which allow the development of skills necessary to qualify for other positions.

Purpose of the trainee program is to assure that the incumbent will upon completion be able to assume responsibilities for a regular position for which their training is targeted.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Learns to operate and maintain various types of duplicating machines and to perform simple maintenance duties in keeping machines in good working order.
2. Learns to operate keypunch machines by punching varied information from pre-coded data or other sources of prepared media.
3. Learns to operate unit record equipment, may perform control panel wiring duties; pulls and files punch cards and sorts documents.
4. Learns to perform typing and/or stenographic duties; learns to type routine letters, forms, reports; learns to transcribe dictation from various sources; performs related clerical duties.
5. Learns to operate radial and/or teletype equipment to receive and transmit messages; learns to keep records and maintain radio logs.
6. Learns to set up computer control panels, places tapes in tape drives, makes adjustments to controls and operates data processing equipment.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Knowledges, Skills and Abilities

Requires elementary knowledge of office procedures, practices and equipment.

Requires ability to learn to follow oral and/or written instructions and to carry out routine functions.

Requires the ability to form satisfactory working relationships with coworkers, supervisors, and/or the general public.