

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CLERICAL TRAINEE

POSITION CODE: 08050
Effective: 8-1-82

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, 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.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Takes and transcribes dictation given at a normal speaking rate.
2. Types letters, tables, records, reports and other material from copy in accordance with detailed instructions.
3. Performs simple clerical work including sorting, alphabetizing and filing, posting to simple records, proofreading and making simple arithmetical checks for accuracy.
4. Operates various office and business machines.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires no formal education.

Requires no previous experience.

Knowledges, Skills and Abilities

Requires ability to follow established oral and written instructions and to carry out routine operations, without further instructions.