

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

GOVERNMENTAL CAREER TRAINEE

POSITION CODE: 17325  
Effective: 8-1-82

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, participates in an agency sponsored training program of six to twelve months duration, receiving working assignments designed to develop knowledge, understanding and practical skills consonant with the various professional career disciplines within a state agency; receives controlled assignments in a broad range of departmental activities or an assignment in a specific phase of an agency's operation, involving the completion of practical work tasks of increasing difficulty and responsibility; applies energy and interest appropriate to that required by the incumbent to retain and apply the knowledges and concepts given.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Actively participates in an orientation, in-service and on-the-job training program, designed to give cross section familiarity and intimate knowledge of program and service philosophies and the operating objectives of the agency, as well as working knowledge of a broad spectrum of professional career disciplines.
2. Accepts and completes assignments of increasing difficulty for the purpose of gaining experience and developing working skills; consults with supervisory personnel on working problems and makes recommendations for needed improvements.
3. Pursues to successful completion assigned projects, and builds and refines knowledges of the tools and techniques utilized in the assigned area of operation, along with the appropriate methods and procedures of application.
4. Attends and participates in staff meetings, conferences, workshops, institutes, and other activities which will provide meaningful learning experiences.
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 a bachelor's degree in some field of higher education.  
Requires no prior experience.

Knowledges, Skills and Abilities

Requires ability to prepare comprehensive written and oral reports.  
Requires ability to understand and follow oral and written instructions.  
Requires ability to profit from training received in the designated area of state government.

Requires ability to establish and maintain harmonious working relationships with other employees and agency representatives.