

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INSTITUTIONAL HELPER

POSITION CODE: 21460
Effective: 8-16-74

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs work of a training nature as a member, patient, or inmate employee in developing work skills or in reacquiring skills impaired by illness in order to become employable.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as a helper in a clinical, pathological or other laboratory; assists technicians in the performance of tests and studies.
2. Performs simple clerical, typing and stenographic tasks.
3. Aids recreation workers in conducting games, sports, entertainment and other recreational projects for patients.
4. Assists in cooking, sewing and other housekeeping activities at an institution.
5. Works in shops, maintenance activities or mechanical units to acquire job skills and techniques.
6. Helps in farm, dairy and garden tasks.
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 elementary school.

Knowledges, Skills and Abilities

Requires elementary knowledge of simple tools and appliances or office machines or equipment.

Requires ability to perform a variety of manual tasks consistent with the duties of the class.

Requires demonstrated interest in the training program.

Requires ability to profit from training in the selected field.

Requires ability to carry out simple oral or written instructions.