ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

OFFICE AIDE

POSITION CODE: 30005
Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs clerical filing and document processing functions requiring minimal discretion and independence of action in performing extremely limited tasks; work performed at this level is closely supervised, simple and repetitive in nature, and well defined by guidelines and established procedures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs uncomplicated alpha-numeric sorting and/or filing activities; locates and/or receives files, forms, papers and/or records as directed; sorts, codes and/or distributes according to well-defined criteria; refiles returned files, documents or papers according to established methods and procedures; purges files using prescribed purging system.

2. Stamps, stuffs and labels envelopes for mass mailings in accordance with specific instructions or established procedures; assists with date stamping and/or sorting incoming forms, papers and mail when destination is clearly defined.

3. May perform back-up coverage for receptionist during relief periods; answers phone, takes messages and/or directs person to destination.

4. Operates commonly used office equipment not requiring previous training or experience; upon request, collates and staples documents; operates automatic letter opener and/or hand stamp machine, postage meters.

5. Assists higher level support staff in performing routine tasks; follows detailed instruction; gains experience and knowledge in performing routine tasks and/or operating office equipment.

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

OFFICE AIDE (Continued)

DESIRABLE REQUIREMENTS:

Knowledges, Skills and Abilities

Requires elementary knowledge of office practices and procedures.
Requires elementary knowledge of alpha-numeric sequencing.
Requires elementary knowledge of basic mathematics.
Requires ability to follow oral and written instructions.
Requires ability to operate commonly used office equipment.
In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.