

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

OFFICE OCCUPATIONS TRAINEE

POSITION CODE: 30075  
Effective: 2-1-67

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period not to exceed two years, performs a variety of office duties as a participant, in an agency or high school sponsored office occupation 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 duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education equivalent to completion of four years high school, or enrollment in the senior year of the office occupations curriculum, including one year of education appropriate to the type of office position for which training is given.

Requires no previous experience.

Knowledges, Skills and Abilities

Requires recommendation for this training by the agency sponsoring the program or the head of the high school office occupation training program.

Requires successful participation in an appropriate aptitude test.

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