

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

PUBLIC SERVICE TRAINEE

POSITION CODE: 37025  
Effective: 11-1-90

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, receives on-the-job training for future employment in the public sector with prime emphasis placed upon rapid development and refinement of marketable skills related to a variety of positions found in government jurisdictions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Experiences a brief on-the-job formal and/or informal orientation period to acquaint the worker with the duties of the position for which employed.
2. Performs repetitive and nonrepetitive tasks designed to develop marketable skills that have a high degree of transferability to government organizations.
3. Learns to select and develop those vocational skills immediately relevant to the class and those that may carry over into permanent employment.
4. Explores vocational alternatives by on-the-job experiences, peer group experiences and periodic conferences with the supervisor and program coordinator.
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 knowledge, skill and mental development equivalent to completion of four years of high school.

Knowledges, Skills and Abilities

Requires elementary knowledge of government organizations and basic practical problems they face.

Requires elementary knowledge of interpersonal relationships.

Requires elementary knowledge of the relation of government to the populace it serves.

Requires ability to develop and use a variety of vocational skills common to the employing agency.

Requires ability to relate to other employees and the general public.

Requires ability to develop self-worth in relation to the training and work experience received.