

Specification for Class of

OFFICE TRAINEE

Abolished Effective July 1, 2007

Definition: As a beginning training position, performs repetitive or relatively simple office tasks.

Typical Work

According to established procedures, stacks, stamps, opens, codes, sorts, or alphabetizes correspondence, records, or material;

Withdraws requested amounts or numbers of items;

Posts to uncomplicated records;

Performs messenger services on a specific route or particularly addressed material within or between departments;

Operates office appliances incidental to clerical work including some typing;

Attends training class;

Performs other work as required.

Knowledge and Abilities

Knowledge of: reliability and conscientiousness.

Ability to: learn simple and repetitive office tasks; demonstrate reliability and an aggressiveness to learn.

Desirable Qualifications

High school graduation or GED equivalent desirable.

New class: 9-1-67

Revised minimum qualifications: 12-10-73