

04-04-86

OFFICE TRAINEE, 1101

Summary of Duties: Assists in performing a variety of routine office work, such as typing, filing, ordering and delivering supplies, photocopying, answering telephones, taking messages, etc., while becoming acquainted with career opportunities in the City; and does related work.

Distinguishing Features: Although employees of this class will be expected to perform productive work, the primary purpose for this trainee class is to attract competent individuals, that have not chosen a specific work career. This class affords an opportunity for them to be employed by the City in the clerical field. This permits individuals to have a reasonable period of time to become acquainted with the types of clerical employment offered by the City, to receive vocational guidance, and finally, to select a City career.

This class is not an apprenticeship class, but rather a labor pool which permits individuals to be employed by the City prior to deciding upon a specific City career. Appointees to Office Trainee must qualify for promotion to other classes within two years after appointment.

Examples of Duties: Assists in performing a variety of routine clerical tasks while learning of the clerical vocational opportunities in City service.

Qualifications: A good knowledge of correct punctuation, spelling and grammatical usage; some knowledge of commonly used office machines; some knowledge of modern office practices, including filing, indexing, and cross-referencing methods; some knowledge of elementary bookkeeping practices; clerical aptitude; the ability to understand and follow oral and written instructions; and the ability to get along with others.

Graduation from high school is desired.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable

accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive , explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be. t