

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**CLERICAL TRAINEE**

**Position Code: K1307**

**DISTINGUISHING FEATURES OF THE CLASS**

Under immediate supervision, for a period not to exceed 24 months, performs a variety of office duties as a participant in an office training program providing on-the-job training and experience leading to qualification for full-time employment in the office.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Takes and transcribes dictation given at a normal speaking rate.
2. Type letters, tables, records, reports and other material from copy in accordance with detailed instruction.
3. Performs simple clerical work including sorting, alphabetizing and filing, posting to simple records, proofreading and making simple arithmetical check for accuracy.
4. Operates various office and business machines.
5. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

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

Requires ability to keep simple records.

Approved by the Secretary of State Merit Commission - September 9, 1980

Effective - September 16, 1980

**EXAMINATION INFORMATION**

No examination - Agency-selected trainee class.