

# Classification and Qualification



# STANDARDS

The California State University System

## Clerical Trainee

*Class Code 1120*

*Date Established 10-01-79*

*Occupation Index Reference C-3*

### **DEFINITION:**

Under immediate supervision, the Clerical Trainee is employed in a trainee capacity and learns to perform routine office tasks and procedures including operation of common office machines.

### **DISTINGUISHING CHARACTERISTICS:**

This is an entry-level position for which immediate on-the-job training is provided. Clerical Trainee positions are designed to provide a means of employing persons who do not fully meet the minimum qualifications or skills and abilities requirements to qualify for existing entry-level positions. Clerical Trainees will receive on-the-job training and may attend formalized training sessions to develop clerical skills and knowledges as well as to develop work habits which will enhance their ability to obtain permanent employment.

The class of Clerical Trainee is distinguished from Clerical Assistant I, which is also an entry-level class, by the higher operational skills required of the Clerical Assistant I, and is further distinguished by the possibility of continuing and permanent assignments at the Clerical Assistant I level, while the Clerical Trainee is used for training purposes exclusively.

### **Examples of Typical Activities:**

Incumbents of positions in this class learn basic office procedures and common office machine operating skills and perform meaningful work of increasing complexity and independence which will assist in obtaining permanent employment. Training typically includes learning how to use common clerical resources such as the dictionary, Secretary's Handbook, telephone directory, zip code directory, office manuals, and airline schedules; how to receive, screen and route correspondence; how to maintain filing systems; how to type record cards, lists, and format and methods of typing memoranda and letters; how to recognize commonly misspelled words, how to receive the public and provide basic information; how to answer telephones and take messages; how to operate common office equipment; learning proper work habits including how to utilize one's time in a work situation and how to use judgment in seeking help of supervisors. Incumbents also perform related work as required. The incumbents may learn to take and transcribe dictation or use various types of dictating equipment.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledges and Abilities:**

Ability to work in a trainee capacity and to demonstrate continued progress and improvement in work habits, general office knowledges and abilities. Ability to read and write at a level appropriate to the duties of the position; ability to demonstrate clerical aptitude and interest; ability to follow standard written and oral directions; ability to learn to apply increasingly detailed directions; ability to compare names and numbers accurately and to learn to do this rapidly. Ability to alphabetize names. Ability to demonstrate knowledge of and skill in touch system of typing and ability to increase speed and accuracy gradually and consistently are desirable for some positions.

and

**Experience:**

None required.

and

**Education:**

None required.

**Work Week Group:** 1  
**Premium O/T:** Yes\*  
**Shift Differential:** Yes\*  
**Employee Category:** Non-Academic

\*Incumbents in subsidized trainee positions may be paid overtime and shift differential only if authorizations and funds are provided in the appropriate job contract.

Incumbents in unsubsidized trainee positions may be paid overtime and shift differential in accordance with appropriate California State University and Colleges policy.