

UPWARD MOBILITY PROGRAM
Annotated Guide

Target Title: **Office Specialist**

Position Title Code: 30080

Salary Grade: RC-028-11

Credential or Certificate: Certificate

Options:Option 1 - General

Option 2 - Typing

Option 3 - Dictation

Option 4 - Computer Specialist

Most of these positions are located in Springfield and Chicago at word processing centers. These positions are located in most agencies. Position includes clerical and paraprofessional duties. Work role option includes: lead worker over lower level staff; specialist in PC's and microcomputers; and program areas of agencies.

1/93 Content Revisions

6/08 Salary Revised