

B) Administrative and clerical employees, including, without limitation, employees whose work involves general office work, or keeping or examining records and accounts

TITLE CODE	TITLE / OPTION	CLASS GRADE plus LEGISLATIVE ADJUSTMENT	
2.209	EXECUTIVE ASSISTANT		31
2.210	ADMIN ASSISTANT 4		29
2.211	ADMIN ASSISTANT 3		27
2.212	ADMIN ASSISTANT 2		25
2.213	ADMIN ASSISTANT 1		23
2.221	ADMIN AID		21
2.222	CLERICAL TRAINEE		20
2.131	STUDENT WORKER		10
2.226	ADMISSIONS/RECORDS ASSISTANT 3		27
2.227	ADMISSIONS/RECORDS ASSISTANT 2		25
2.228	ADMISSIONS/RECORDS ASSISTANT 1		23
2.824	SUPPLY TECHNICIAN 2		27
2.836	SUPPLY TECHNICIAN 1		25
2.827	SUPPLY ASSISTANT		23
2.153	LEGAL SECRETARY 2		29
2.156	LEGAL SECRETARY 1		27
2.158	LEGAL SECRETARY TRAINEE		25
2.301	ACCOUNTING ASSISTANT 3		27
2.303	ACCOUNTING ASSISTANT 2		25
2.306	ACCOUNTING ASSISTANT 1		23
4.118	LIBRARY ASSISTANT 3		25
4.119	LIBRARY ASSISTANT 2		23
4.120	LIBRARY ASSISTANT 1		21
7.670	FLEET SPECIALIST 2		33
7.671	FLEET SPECIALIST 1		31
7.653	PUBLIC SERVICE INTERN 2		29
7.665	PUBLIC SERVICE INTERN 1		27
7.673	CAREER AID 4		23
7.675	CAREER AID 3		20
7.677	CAREER AID 2		18

7.679	CAREER AID 1		16
7.819	RETAIL STOREKEEPER 3		28
7.820	RETAIL STOREKEEPER 2		26
7.821	RETAIL STOREKEEPER 1		24
7.846	MUSEUM ATTENDANT 2		23
7.847	MUSEUM ATTENDANT 1		21
10.234	HEALTH INFO COORDINATOR 1		29
10.246	HEALTH INFO COORDINATOR TRAINEE		27
10.341	CONSUMER SERVICES ASSISTANT 2		20
10.342	CONSUMER SERVICES ASSISTANT 1		18
12.517	CORRECTIONAL ASSISTANT		26