## Administrative and clerical employees, including, without limitation, employees whose work involves general office work, or keeping or examing records and accounts. (sorted by title code)

2.131         Student Worker         B         TBD           2.153         Legal Secretary II         B         TBD           2.156         Legal Secretary Trainee         B         TBD           2.158         Legal Secretary Trainee         B         TBD           2.209         Executive Assistant         B         TBD           2.21         Administrative Assistant IV         B         TBD           2.21.         Administrative Assistant III         B         TBD           2.21.         Administrative Assistant II         B         TBD           2.221         Administrative Assistant III         B         TBD           2.221         Administrative Assistant III         B         TBD           2.222         Clerical Trainee         B         TBD           2.222         Admissions/Records Assistant II         B         TBD           2.227         Admissions/Records Assistant II         B         TBD           2.301         Account	Title Code	Job/Position Title	BU	Union
2.156         Legal Secretary I         B         TBD           2.158         Legal Secretary Trainee         B         TBD           2.209         Executive Assistant         B         TBD           2.21         Administrative Assistant II         B         TBD           2.211         Administrative Assistant III         B         TBD           2.212         Administrative Assistant I         B         TBD           2.213         Administrative Assistant I         B         TBD           2.214         Administrative Assistant I         B         TBD           2.221         Administrative Assistant I         B         TBD           2.221         Administrative Assistant III         B         TBD           2.222         Clerical Trainee         B         TBD           2.222         Admissions/Records Assistant III         B         TBD           2.227         Admissions/Records Assistant II         B         TBD           2.301         Accounting Assistant III         B         TBD           2.303         Accounting Assistant II         B         TBD           2.824         Supply Technician I         B         TBD           2.825         Supply Tec	2.131	Student Worker	В	TBD
2.158         Legal Secretary Trainee         B         TBD           2.209         Executive Assistant         B         TBD           2.21         Administrative Assistant IV         B         TBD           2.211         Administrative Assistant III         B         TBD           2.212         Administrative Assistant I         B         TBD           2.213         Administrative Assistant I         B         TBD           2.214         Administrative Aid         B         TBD           2.221         Administrative Aid         B         TBD           2.222         Clerical Trainee         B         TBD           2.222         Clerical Trainee         B         TBD           2.222         Admissions/Records Assistant III         B         TBD           2.227         Admissions/Records Assistant II         B         TBD           2.228         Admissions/Records Assistant II         B         TBD           2.301         Accounting Assistant III         B         TBD           2.303         Accounting Assistant II         B         TBD           2.827         Supply Technician I         B         TBD           2.828         Supply Secondary Assista	2.153	Legal Secretary II	В	TBD
2.209         Executive Assistant IV         B         TBD           2.21         Administrative Assistant IV         B         TBD           2.211         Administrative Assistant III         B         TBD           2.212         Administrative Assistant I         B         TBD           2.213         Administrative Assistant I         B         TBD           2.221         Administrative Asid         B         TBD           2.222         Clerical Trainee         B         TBD           2.226         Admissions/Records Assistant III         B         TBD           2.227         Admissions/Records Assistant II         B         TBD           2.228         Admissions/Records Assistant II         B         TBD           2.301         Accounting Assistant III         B         TBD           2.303         Accounting Assistant II         B         TBD           2.824         Supply Technician I         B         TBD           2.827         Supply Assistant         B         TBD           2.827         Supply Assistant         B         TBD           2.827         Supply Assistant III         B         TBD           4.118         Library Assistant III <td>2.156</td> <td>Legal Secretary I</td> <td>В</td> <td>TBD</td>	2.156	Legal Secretary I	В	TBD
2.211       Administrative Assistant III       B       TBD         2.211       Administrative Assistant III       B       TBD         2.212       Administrative Assistant I       B       TBD         2.213       Administrative Assistant I       B       TBD         2.221       Administrative Aid       B       TBD         2.222       Clerical Trainee       B       TBD         2.226       Admissions/Records Assistant III       B       TBD         2.227       Admissions/Records Assistant II       B       TBD         2.228       Admissions/Records Assistant II       B       TBD         2.229       Accounting Assistant III       B       TBD         2.220       Accounting Assistant III       B       TBD         2.221       Admissions/Records Assistant II       B       TBD         2.222       Admissions/Records Assistant II       B       TBD         2.223       Admissions/Records Assistant II       B       TBD         2.224       Admissions/Records Assistant III       B       TBD         2.301       Accounting Assistant II       B       TBD         2.824       Supply Technician II       B       TBD <td< td=""><td>2.158</td><td>Legal Secretary Trainee</td><td>В</td><td>TBD</td></td<>	2.158	Legal Secretary Trainee	В	TBD
2.211       Administrative Assistant III       B       TBD         2.212       Administrative Assistant I       B       TBD         2.213       Administrative Assistant I       B       TBD         2.221       Administrative Aid       B       TBD         2.222       Clerical Trainee       B       TBD         2.226       Admissions/Records Assistant III       B       TBD         2.227       Admissions/Records Assistant II       B       TBD         2.228       Admissions/Records Assistant II       B       TBD         2.301       Accounting Assistant III       B       TBD         2.303       Accounting Assistant II       B       TBD         2.304       Accounting Assistant II       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.8286       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant II       B       TBD         7.665       Public Service Intern II	2.209	Executive Assistant	В	TBD
2.212       Administrative Assistant I       B       TBD         2.213       Administrative Assistant I       B       TBD         2.221       Administrative Aid       B       TBD         2.222       Clerical Trainee       B       TBD         2.226       Admissions/Records Assistant III       B       TBD         2.227       Admissions/Records Assistant II       B       TBD         2.228       Admissions/Records Assistant I       B       TBD         2.301       Accounting Assistant III       B       TBD         2.303       Accounting Assistant II       B       TBD         2.306       Accounting Assistant II       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern II       B </td <td>2.21</td> <td>Administrative Assistant IV</td> <td>В</td> <td>TBD</td>	2.21	Administrative Assistant IV	В	TBD
2.213       Administrative Asistant I       B       TBD         2.221       Administrative Aid       B       TBD         2.222       Clerical Trainee       B       TBD         2.226       Admissions/Records Assistant III       B       TBD         2.227       Admissions/Records Assistant II       B       TBD         2.228       Admissions/Records Assistant II       B       TBD         2.301       Accounting Assistant II       B       TBD         2.303       Accounting Assistant II       B       TBD         2.304       Accounting Assistant II       B       TBD         2.305       Accounting Assistant II       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant III       B       TBD         4.12       Library Assistant II       B       TBD         7.653       Public Service Intern I       B       TBD         7.665       Public Service Intern I       B	2.211	Administrative Assistant III	В	TBD
2.221       Administrative Aid       B       TBD         2.222       Clerical Trainee       B       TBD         2.226       Admissions/Records Assistant III       B       TBD         2.227       Admissions/Records Assistant II       B       TBD         2.228       Admissions/Records Assistant I       B       TBD         2.228       Admissions/Records Assistant I       B       TBD         2.301       Accounting Assistant III       B       TBD         2.303       Accounting Assistant II       B       TBD         2.306       Accounting Assistant II       B       TBD         2.824       Supply Technician II       B       TBD         2.8257       Supply Assistant III       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant II       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern II       B       TBD         7.671       Fleet Specialist I       B       TBD         7.675       Career Aid II       B	2.212	Administrative Assistant II	В	TBD
2.222       Clerical Trainee       B       TBD         2.226       Admissions/Records Assistant III       B       TBD         2.227       Admissions/Records Assistant II       B       TBD         2.228       Admissions/Records Assistant II       B       TBD         2.301       Accounting Assistant III       B       TBD         2.303       Accounting Assistant II       B       TBD         2.306       Accounting Assistant II       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant II       B       TBD         4.12       Library Assistant II       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.677       Fleet Specialist I       B       TBD         7.675       Career Aid II       B       TBD </td <td>2.213</td> <td>Administrative Assistant I</td> <td>В</td> <td>TBD</td>	2.213	Administrative Assistant I	В	TBD
2.226       Admissions/Records Assistant III       B       TBD         2.227       Admissions/Records Assistant II       B       TBD         2.228       Admissions/Records Assistant I       B       TBD         2.301       Accounting Assistant III       B       TBD         2.303       Accounting Assistant II       B       TBD         2.306       Accounting Assistant II       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant I       B       TBD         4.12       Library Assistant II       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.671       Fleet Specialist I       B       TBD         7.673       Career Aid IV       B       TBD         7.675       Career Aid II       B       TBD	2.221	Administrative Aid	В	TBD
2.227       Admissions/Records Assistant II       B       TBD         2.228       Admissions/Records Assistant I       B       TBD         2.301       Accounting Assistant III       B       TBD         2.303       Accounting Assistant II       B       TBD         2.306       Accounting Assistant II       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.677       Fleet Specialist I       B       TBD         7.675       Career Aid II       B       TBD         7.677       Career Aid II       B       TBD         7.679       Career Aid II       B       TBD         7.679       Career Aid II       B       TBD         <	2.222	Clerical Trainee	В	TBD
2.228       Admissions/Records Assistant II       B       TBD         2.301       Accounting Assistant III       B       TBD         2.303       Accounting Assistant I       B       TBD         2.306       Accounting Assistant I       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.671       Fleet Specialist I       B       TBD         7.672       Fleet Specialist I       B       TBD         7.673       Career Aid II       B       TBD         7.675       Career Aid II       B       TBD         7.679       Career Aid II       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.	2.226	Admissions/Records Assistant III	В	TBD
2.301       Accounting Assistant III       B       TBD         2.303       Accounting Assistant I       B       TBD         2.306       Accounting Assistant I       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant I       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.671       Fleet Specialist II       B       TBD         7.672       Fleet Specialist I       B       TBD         7.673       Career Aid II       B       TBD         7.675       Career Aid III       B       TBD         7.679       Career Aid II       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.821       Retail Storekeeper II       B       TBD	2.227	Admissions/Records Assistant II	В	TBD
2.303       Accounting Assistant II       B       TBD         2.306       Accounting Assistant I       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.677       Fleet Specialist I       B       TBD         7.673       Career Aid II       B       TBD         7.675       Career Aid II       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.821       Retail Storekeeper I       B       TBD         7.821       Retail Storekeeper I       B       TBD	2.228	Admissions/Records Assistant I	В	TBD
2.306       Accounting Assistant I       B       TBD         2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.67       Fleet Specialist II       B       TBD         7.671       Fleet Specialist I       B       TBD         7.673       Career Aid IV       B       TBD         7.675       Career Aid III       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.821       Retail Storekeeper II       B       TBD         7.821       Retail Storekeeper II       B       TBD	2.301	Accounting Assistant III	В	TBD
2.824       Supply Technician II       B       TBD         2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.67       Fleet Specialist II       B       TBD         7.671       Fleet Specialist I       B       TBD         7.673       Career Aid IV       B       TBD         7.675       Career Aid III       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper II       B       TBD         7.821       Retail Storekeeper I       B       TBD	2.303	Accounting Assistant II	В	TBD
2.827       Supply Assistant       B       TBD         2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant I       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.67       Fleet Specialist II       B       TBD         7.671       Fleet Specialist I       B       TBD         7.673       Career Aid IV       B       TBD         7.675       Career Aid III       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper I       B       TBD         7.821       Retail Storekeeper I       B       TBD	2.306	Accounting Assistant I	В	TBD
2.836       Supply Technician I       B       TBD         4.118       Library Assistant III       B       TBD         4.119       Library Assistant II       B       TBD         4.12       Library Assistant I       B       TBD         7.653       Public Service Intern II       B       TBD         7.665       Public Service Intern I       B       TBD         7.67       Fleet Specialist II       B       TBD         7.671       Fleet Specialist I       B       TBD         7.673       Career Aid IV       B       TBD         7.675       Career Aid III       B       TBD         7.677       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper II       B       TBD         7.821       Retail Storekeeper I       B       TBD	2.824	Supply Technician II	В	TBD
4.118 Library Assistant III B TBD 4.119 Library Assistant II B TBD 4.12 Library Assistant I B TBD 7.653 Public Service Intern II B TBD 7.665 Public Service Intern I B TBD 7.67 Fleet Specialist II B TBD 7.671 Fleet Specialist I B TBD 7.673 Career Aid IV B TBD 7.675 Career Aid III B TBD 7.677 Career Aid II B TBD 7.679 Career Aid I B TBD 7.819 Retail Storekeeper III B TBD 7.82 Retail Storekeeper II B TBD 7.821 Retail Storekeeper I	2.827	Supply Assistant	В	TBD
4.119 Library Assistant II B TBD 4.12 Library Assistant I B TBD 7.653 Public Service Intern II B TBD 7.665 Public Service Intern I B TBD 7.67 Fleet Specialist II B TBD 7.671 Fleet Specialist I B TBD 7.673 Career Aid IV B TBD 7.675 Career Aid III B TBD 7.677 Career Aid II B TBD 7.679 Career Aid I B TBD 7.819 Retail Storekeeper II B TBD 7.821 Retail Storekeeper I B TBD	2.836	Supply Technician I	В	TBD
4.12 Library Assistant I B TBD 7.653 Public Service Intern II B TBD 7.665 Public Service Intern I B TBD 7.67 Fleet Specialist II B TBD 7.671 Fleet Specialist I B TBD 7.673 Career Aid IV B TBD 7.675 Career Aid III B TBD 7.677 Career Aid II B TBD 7.679 Career Aid I B TBD 7.819 Retail Storekeeper III B TBD 7.82 Retail Storekeeper II B TBD 7.821 Retail Storekeeper I B TBD	4.118	Library Assistant III	В	TBD
7.653 Public Service Intern II B TBD 7.665 Public Service Intern I B TBD 7.67 Fleet Specialist II B TBD 7.671 Fleet Specialist I B TBD 7.673 Career Aid IV B TBD 7.675 Career Aid III B TBD 7.677 Career Aid II B TBD 7.679 Career Aid I B TBD 7.819 Retail Storekeeper III B TBD 7.821 Retail Storekeeper I B TBD	4.119	Library Assistant II	В	TBD
7.665       Public Service Intern I       B       TBD         7.67       Fleet Specialist II       B       TBD         7.671       Fleet Specialist I       B       TBD         7.673       Career Aid IV       B       TBD         7.675       Career Aid III       B       TBD         7.677       Career Aid I       B       TBD         7.879       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper II       B       TBD         7.821       Retail Storekeeper I       B       TBD	4.12	Library Assistant I	В	TBD
7.67       Fleet Specialist II       B       TBD         7.671       Fleet Specialist I       B       TBD         7.673       Career Aid IV       B       TBD         7.675       Career Aid III       B       TBD         7.677       Career Aid I       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper I       B       TBD         7.821       Retail Storekeeper I       B       TBD	7.653	Public Service Intern II	В	TBD
7.671       Fleet Specialist I       B       TBD         7.673       Career Aid IV       B       TBD         7.675       Career Aid III       B       TBD         7.677       Career Aid I       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper I       B       TBD         7.821       Retail Storekeeper I       B       TBD	7.665	Public Service Intern I	В	TBD
7.673       Career Aid IV       B       TBD         7.675       Career Aid III       B       TBD         7.677       Career Aid I       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper II       B       TBD         7.821       Retail Storekeeper I       B       TBD	7.67	Fleet Specialist II	В	TBD
7.675       Career Aid III       B       TBD         7.677       Career Aid II       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper II       B       TBD         7.821       Retail Storekeeper I       B       TBD	7.671	Fleet Specialist I	В	TBD
7.677       Career Aid II       B       TBD         7.679       Career Aid I       B       TBD         7.819       Retail Storekeeper III       B       TBD         7.82       Retail Storekeeper II       B       TBD         7.821       Retail Storekeeper I       B       TBD	7.673	Career Aid IV	В	TBD
7.679 Career Aid I B TBD 7.819 Retail Storekeeper III B TBD 7.82 Retail Storekeeper II B TBD 7.821 Retail Storekeeper I B TBD	7.675	Career Aid III	В	TBD
7.819Retail Storekeeper IIIBTBD7.82Retail Storekeeper IIBTBD7.821Retail Storekeeper IBTBD	7.677	Career Aid II	В	TBD
7.82 Retail Storekeeper II B TBD 7.821 Retail Storekeeper I B TBD	7.679	Career Aid I	В	TBD
7.821 Retail Storekeeper I B TBD	7.819	Retail Storekeeper III	В	TBD
	7.82	Retail Storekeeper II	В	TBD
7.846 Museum Attendant II B TBD	7.821		В	TBD
	7.846	Museum Attendant II	В	TBD
7.847 Museum Attendant I B TBD	7.847	Museum Attendant I	В	TBD
10.234 Health Info Coordinator I B TBD	10.234	Health Info Coordinator I	В	TBD
10.246 Health Info Coordinator Trainee B TBD	10.246	Health Info Coordinator Trainee	В	TBD
12.517 Correctional Assistant B TBD	12.517	Correctional Assistant	В	TBD