

OFFICE EMPLOYEES JOB LISTING

JOB CODE	JOB TITLE	PAY GRADE	JOB CODE	JOB TITLE	PAY GRADE
GENERAL CLERICAL AND SECRETARIAL			4558	School Police Case Specialist	23
5092	Data Input Specialist I	17	4123	School Secretary (10 mos)	20
5094	Data Input Specialist II (10 mos)	19	4122	School Secretary (12 mos)	20
5095	Data Input Specialist II (12 mos)	19	4130	Secretary Education Centers (12 mos)	22
4503	Office Assistant I (12 mos)	16	4114	Secretary High School	22
4504	Office Assistant I (10 mos)	16	4129	Secretary/Treasurer Educ. Center (12 mos)	22
4502	Office Assistant II	17	4128	Secretary/Treasurer Educ. Center (10 mos)	22
4547	Office Manager	24	4556	Secretary/Treasurer Elementary School (12 mos)	22
4290	Receptionist	16	4550	Secretary/Treasurer Elementary School (10 mos)	22
4510	Secretary I	17	4121	Secretary/Treasurer Middle School (10 mos)	22
4529	Secretary II (10 mos)	19	4120	Secretary/Treasurer Middle School (12 mos)	22
4530	Secretary II (12 mos)	19	4305	Student Financial Aide Clerk	17
4531	Secretary III	20	4311	Student Placement Clerk	17
4538	Senior Secretary	21	4205	Student Services Specialist I (10 mos)	16
4544	Senior Word Processing Operator	20	4206	Student Services Specialist I (12 mos)	16
5064	Switchboard Operator	16	4207	Student Services Specialist II (10 mos)	18
4543	Word Processing Operator	19	4208	Student Services Specialist II (12 mos)	18
SCHOOL OPERATIONS			4309	Testing Clerk/Proctor	17
6374	Bookstore Clerk	18	4131	Treasurer Education Centers (12 mos)	22
4201	Community School Specialist (12 mos)	19	4115	Treasurer Elementary (12 mos)	22
4202	Community School Specialist (10 mos)	19	4117	Treasurer Elementary (10 mos)	22
4270	Elementary School Assistant (10 mos)	20	4112	Treasurer High School	22
4275	Elementary School Assistant (12 mos)	20	4116	Treasurer Middle School (12 mos)	22
4323	Foreign Student Advisor	25	4118	Treasurer Middle School (10 mos)	22
4211	Library/Media Center Assistant (10 mos)	17	ADMINISTRATIVE SUPPORT OPERATIONS		
4212	Library/Media Center Assistant (12 mos)	17	5344	Advertising/Underwriting Assistant	20
4312	Registrar Education Centers (12 mos)	22	4234	Attendance Services Specialist	25
4319	Registrar - GED	20	4233	Boundary Clerk	19
4327	Registrar High School	23	4525	Building Code Assistant	22
4326	Registrar Home Education	23	4461	Building Operations Aide	21
4325	Registrar Middle School	22	4052	Business Management Assistant	23
4324	Registrar - New Student Reception Center	21	4038	Buyer Assistant I	17
4314	Registrar - Vocational and Adult Centers	23	4034	Buyer Assistant II	20
4308	Registration Clerk - VTEC	16	4035	Buyer Support Specialist	23
4210	School Clerk I (10 mos)	16	4347	Certification Aide	21
4209	School Clerk I (12 mos)	16	4009	Citizens Information Specialist	18
4216	School Clerk II (12 mos)	18	4888	Commodity Resource Specialist	24

6303	Communications Assistant	23	4350	Personnel Testing Specialist	23
4322	Compensation Assistant I	20	5066	Printing Center Clerk	19
4340	Compensation Assistant II	22	4040	Procurement Specialist	21
4352	Compensation System Specialist	25	4851	Property Auditor	25
4527	Contract and Financial Services Specialist	25	4850	Property Specialist	24
4360	Contract Clerk I	19	4033	Purchasing Assistant	22
4361	Contract Clerk II	21	4367	Purchasing Documentation Analyst	22
4526	Contract Management Support Specialist	25	4032	Purchasing Documentation Specialist	21
4537	Contract Services Assistant	22	4927	Records Analyst	23
4317	Coverage Continuation Benefits Specialist	22	4925	Records Center Technician	19
4054	Educational Payment Specialist	22	4230	Reports Clerk	19
4348	Employee Resource Specialist	24	4346	Retirement Clerk	19
5105	Facilities Resources Technician	22	4345	Retirement Enrollment Clerk	18
4036	FFE Data Assistant	21	4351	Retirement Specialist	22
4438	Field Trip Clerk	18	4304	Risk Benefits Specialist I	20
6293	Film Library Specialist	21	4303	Risk Benefits Specialist II	21
4334	Fingerprint Technician	20	4316	Risk Compliance Assistant	23
4926	Forms Analyst	23	5061	SBAB Communications Operator	17
4924	Forms Technician	20	4110	SBAB Communications Specialist	20
4236	FTE Support Specialist	25	4037	Senior FFE Data Assistant	23
4439	Fuel Procurement Specialist	20	4336	Senior Fingerprint Technician	23
4536	Grants Assistant	21	4441	Senior Fuel Procurement Specialist	21
5073	Illustrator Clerk	20	5119	Senior Imaging System Technician	23
5074	Illustrator/Graphics Analyst	23	4343	Senior Leave Specialist	24
4432	Inventory Accounting Specialist I	19	4344	Senior Personnel Assistant, Personnel Records	24
4434	Inventory Accounting Specialist II	20	4923	Senior Records Technician	21
4431	Inventory Control Specialist	19	4349	Senior Retirement Clerk	20
4341	Leave Clerk I	19	4318	Senior Risk/Benefits Specialist	24
4342	Leave Specialist	22	4310	Senior Student Information Specialist	22
4031	M/WBE Certification Specialist	22	4099	Senior Transcript Specialist	24
4528	Region Maintenance Center Support Specialist	24	4320	Senior Wage and Salary Specialist	24
4430	Materials Management Aide	21	4357	Staffing Assistant	18
5343	Media Assistant	21	5128	Statistical Clerk	21
6292	Media Programs Information Analyst	23	4306	Student Information Specialist I	19
4237	Nursing Assistant Certification Specialist	22	4307	Student Information Specialist II	21
4403	Payroll/Personnel Assistant I	18	5090	Student Testing/Evaluation Clerk	23
4335	Payroll/Personnel Assistant II	21	4235	Student Work Certification Clerk	20
4333	Personnel Aide	21	4931	Test Distribution Clerk	17
4339	Personnel Assistant- Certification	23	4433	Textbook Requisition Specialist	19
4337	Personnel Assistant- Operations and Records	23	4440	Transaction Control Clerk	18
4338	Personnel Assistant- Retirement/LV/Unemp. Comp.	23	4098	Transcript Specialist	23
4358	Personnel Information Specialist	20	4363	Travel Reservation Clerk	20
4359	Personnel Records Clerk	17	4321	Wage and Salary Analyst	23

OFFICE MACHINE AND EQUIPMENT OPERATIONS			4884	Senior Fiscal Assistant	22
5062	Bindery Equipment Operator	18	4820	Senior Payroll Deduction Specialist	23
5065	Copymachine Operator I	16	4800	Senior Payroll Specialist	25
5067	Copymachine Operator II	18	4922	Senior Treasury Management Clerk	23
5063	Copymachine Operator II	18	4921	Treasury Clerk III	21
5068	Duplicating Equipment Operator	21			
5070	Graphics and Materials Prod. Technology Specialist	24	INFORMATION TECHNOLOGY		
5069	Graphics Illustrator/Production Specialist	23	5097	Chief Data Input Specialist	20
5075	Graphics Production Manager	25	4500	Communications Office Specialist I	22
5113	Micrographics Technician	19	4499	Communications Office Specialist II	24
5072	Offset Printer I	20	5110	Computer Operator	22
5076	Offset Printer II	22	4328	E-Rate Management Support Specialist	24
4053	Reprographics Specialist	24	4380	Exchange Support Specialist	25
5114	Senior Micrographics Technician	21	4375	Lead Systems Support Specialist	25
			5103	Minicomputer Operator	20
FISCAL, ACCOUNTING, PAYROLL AND RELATED OPERATIONS			4933	Operations Support Specialist	25
4890	Accounting Clerk I	16	5098	Production Control Scheduler	21
4891	Accounting Clerk II	18	5116	Production Control Specialist	20
4892	Accounting Clerk III	19	5106	Production Operator	23
4840	Accounting Specialist	23	5112	Senior Computer Operator	25
4886	Accounting Technician - Special Revenue Funds	24	5102	Senior Minicomputer Operator	22
4885	Accounts Payable Senior Specialist	24	4932	Senior Production Control Scheduler	24
4913	Bank Reconciliation Specialist	24	5117	Senior Production Control Specialist	22
4910	Cashier	18	5118	Senior Production Operator	25
4909	Cashier - SBAB Dining Facility	17	4376	Senior Systems Support Specialist	24
4912	Chief Treasury Management Clerk	24	5104	Support Services Specialist	21
4918	Finance Clerk II	18	5100	Systems Documentation Specialist	20
4883	Fiscal Assistant I	19	5115	Systems Support Specialist	22
4881	Fiscal Assistant II	20	5099	Tape Librarian	18
4882	Fiscal Assistant III	21	4381	Technical Writer/GIS Specialist	25
4817	Payroll Control Technician	25	4501	Technological Training Support Specialist	22
4821	Payroll Deduction Specialist I	20	4379	Web Support Specialist	25
4818	Payroll Deduction Specialist II	22			
4811	Payroll Specialist I	18	OTHER SUPPORT SERVICES		
4810	Payroll Specialist II	24	6195	Dental Assistant	20
4905	School Accounting Resource Specialist	25	6196	Dental Clinic Manager	22
4893	Senior Accounting Clerk	21	4928	Laboratory Aide	23
4887	Senior Accounting Technician, Special Revenue Funds	25			