

OFFICE EMPLOYEES JOB LISTING

GENERAL CLERICAL AND SECRETARIAL		
Job Code	Job Title	Pay Grade
5092	Data Input Specialist I	17
5094	Data Input Specialist II (10 mos)	19
5095	Data Input Specialist II (12 mos)	19
4504	Office Assistant I (10 mos)	17
4503	Office Assistant I (12 mos)	17
4502	Office Assistant II	17
4547	Office Manager	24
4290	Receptionist	17
4510	Secretary I	17
4529	Secretary II (10 mos)	19
4530	Secretary II (12 mos)	19
4531	Secretary III	20
4538	Senior Secretary	21
4544	Senior Word Processing Operator	20
5064	Switchboard Operator	17
4543	Word Processing Operator	19
SCHOOL OPERATIONS		
Job Code	Job Title	Pay Grade
6374	Bookstore Clerk	18
4202	Community School Specialist (10 mos)	19
4201	Community School Specialist (12 mos)	19
4270	Elementary School Assistant (10 mos)	20
4275	Elementary School Assistant (12 mos)	20
4323	Foreign Student Advisor	25
4211	Library/Media Center Assistant (10 mos)	17
4212	Library/Media Center Assistant (12 mos)	17
4319	Registrar - GED	R1
4324	Registrar - New Student Reception Center	R2
4314	Registrar - Vocational and Adult Centers	R4
4312	Registrar Education Centers (12 mos)	R3
4327	Registrar High School	R4
4326	Registrar Home Education	R4
4325	Registrar Middle School	R3
4308	Registration Clerk - VTEC	17
4210	School Clerk I (10 mos)	17
4209	School Clerk I (12 mos)	17
4215	School Clerk II (10 mos)	18
4216	School Clerk II (12 mos)	18
4558	School Police Case Specialist	23
4123	School Secretary (10 mos)	20
4122	School Secretary (12 mos)	20
4130	Secretary Education Centers (12 mos)	22
4114	Secretary High School	22
4128	Secretary/Treasurer Educ. Center (10 mos)	T1

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Job Code	Job Title	Pay Grade
4129	Secretary/Treasurer Educ. Center (12 mos)	T1
4550	Secretary/Treasurer Elementary School (10 mos)	T1
4556	Secretary/Treasurer Elementary School (12 mos)	T1
4121	Secretary/Treasurer Middle School (10 mos)	T1
4120	Secretary/Treasurer Middle School (12 mos)	T1
4305	Student Financial Aide Clerk	17
4311	Student Placement Clerk	17
4205	Student Services Specialist I (10 mos)	17
4206	Student Services Specialist I (12 mos)	17
4207	Student Services Specialist II (10 mos)	18
4208	Student Services Specialist II (12 mos)	18
4309	Testing Clerk/Proctor	17
4131	Treasurer Education Centers (12 mos)	T1
4117	Treasurer Elementary (10 mos)	T1
4115	Treasurer Elementary (12 mos)	T1
4112	Treasurer High School	T1
4118	Treasurer Middle School (10 mos)	T1
4116	Treasurer Middle School (12 mos)	T1
ADMINISTRATIVE SUPPORT OPERATIONS		
Job Code	Job Title	Pay Grade
5344	Advertising/Underwriting Assistant	20
4234	Attendance Services Specialist	25
4233	Boundary Clerk	19
4525	Building Code Assistant	22
4461	Building Operations Aide	21
4052	Business Management Assistant	23
4038	Buyer Assistant I	17
4034	Buyer Assistant II	20
4035	Buyer Support Specialist	23
4347	Certification Aide	21
4009	Citizens Information Specialist	18
4888	Commodity Resource Specialist	24
6303	Communications Assistant	23
4322	Compensation Assistant I	20
4340	Compensation Assistant II	23
4352	Compensation System Specialist	25
4527	Contract and Financial Services Specialist	25
4360	Contract Clerk I	19
4361	Contract Clerk II	21
4526	Contract Management Support Specialist	25
4537	Contract Services Assistant	22
4317	Coverage Continuation Benefits Specialist	22
4054	Educational Payment Specialist	22
4348	Employee Resource Specialist	24
5105	Facilities Resources Technician	22
4036	FFE Data Assistant	21

OFFICE EMPLOYEES JOB LISTING

Job Code	Job Title	Pay Grade
4438	Field Trip Clerk	18
6293	Film Library Specialist	21
4334	Fingerprint Technician	20
4926	Forms Analyst	23
4924	Forms Technician	20
4236	FTE Support Specialist	25
4439	Fuel Procurement Specialist	20
4536	Grants Assistant	21
5073	Illustrator Clerk	20
5074	Illustrator/Graphics Analyst	23
4432	Inventory Accounting Specialist I	19
4434	Inventory Accounting Specialist II	20
4431	Inventory Control Specialist	19
4341	Leave Clerk I	19
4342	Leave Specialist	22
4031	M/WBE Certification Specialist	22
4430	Materials Management Aide	21
5343	Media Assistant	21
6292	Media Programs Information Analyst	23
4237	Nursing Assistant Certification Specialist	22
4403	Payroll/Personnel Assistant I	18
4335	Payroll/Personnel Assistant II	21
4333	Personnel Aide	21
4339	Personnel Assistant- Certification	23
4337	Personnel Assistant- Operations and Records	23
4338	Personnel Assistant- Retirement/LV/Unemp. Comp.	23
4358	Personnel Information Specialist	20
4359	Personnel Records Clerk	17
4350	Personnel Testing Specialist	23
5066	Printing Center Clerk	19
4040	Procurement Specialist	21
4851	Property Auditor	25
4850	Property Specialist	24
4033	Purchasing Assistant	22
4367	Purchasing Documentation Analyst	22
4032	Purchasing Documentation Specialist	21
4927	Records Analyst	23
4925	Records Center Technician	19
4528	Maintenance Center Support Specialist	24
4230	Reports Clerk	19
4346	Retirement Clerk	19
4345	Retirement Enrollment Clerk	18
4351	Retirement Specialist	22
4304	Risk Benefits Specialist I	20
4303	Risk Benefits Specialist II	21
4316	Risk Compliance Assistant	23
5061	SBAB Communications Operator	17

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Job Code	Job Title	Pay Grade
4110	SBAB Communications Specialist	20
4037	Senior FFE Data Assistant	23
4336	Senior Fingerprint Technician	23
4441	Senior Fuel Procurement Specialist	21
5119	Senior Imaging System Technician	23
4343	Senior Leave Specialist	24
4344	Senior Personnel Assistant, Personnel Records	24
4923	Senior Records Technician	21
4349	Senior Retirement Clerk	20
4318	Senior Risk/Benefits Specialist	24
4310	Senior Student Information Specialist	22
4099	Senior Transcript Specialist	24
4320	Senior Wage and Salary Specialist	24
4357	Staffing Assistant	18
5128	Statistical Clerk	21
4306	Student Information Specialist I	19
4307	Student Information Specialist II	21
5090	Student Testing/Evaluation Clerk	23
4235	Student Work Certification Clerk	20
4931	Test Distribution Clerk	17
4433	Textbook Requisition Specialist	19
4440	Transaction Control Clerk	18
4098	Transcript Specialist	23
4363	Travel Reservation Clerk	20
4321	Wage and Salary Analyst	23
OFFICE MACHINE AND EQUIPMENT OPERATIONS		
Job Code	Job Title	Pay Grade
5062	Bindery Equipment Operator	18
5065	Copymachine Operator I	17
5067	Copymachine Operator II	18
5063	Copymachine Operator II	18
5068	Duplicating Equipment Operator	21
5070	Graphics and Materials Prod. Technology Specialist	24
5069	Graphics Illustrator/Production Specialist	23
5075	Graphics Production Manager	25
5113	Micrographics Technician	19
5072	Offset Printer I	20
5076	Offset Printer II	22
4053	Reprographics Specialist	24
5114	Senior Micrographics Technician	21
FISCAL, ACCOUNTING, PAYROLL AND RELATED OPERATIONS		
Job Code	Job Title	Pay Grade
4890	Accounting Clerk I	17
4891	Accounting Clerk II	18
4892	Accounting Clerk III	19

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Job Code	Job Title	Pay Grade
4840	Accounting Specialist	23
4886	Accounting Technician - Special Revenue Funds	24
4885	Accounts Payable Senior Specialist	24
4913	Bank Reconciliation Specialist	24
4910	Cashier	18
4909	Cashier - SBAB Dining Facility	17
4912	Chief Treasury Management Clerk	24
4918	Finance Clerk II	18
4883	Fiscal Assistant I	19
4881	Fiscal Assistant II	20
4882	Fiscal Assistant III	21
4817	Payroll Control Technician	25
4821	Payroll Deduction Specialist I	20
4818	Payroll Deduction Specialist II	22
4811	Payroll Specialist I	18
4810	Payroll Specialist II	24
4905	School Accounting Resource Specialist	25
4893	Senior Accounting Clerk	21
4887	Senior Accounting Technician, Special Revenue Funds	25
4884	Senior Fiscal Assistant	22
4820	Senior Payroll Deduction Specialist	23
4800	Senior Payroll Specialist	25
4922	Senior Treasury Management Clerk	23
4921	Treasury Clerk III	21
INFORMATION TECHNOLOGY		
Job Code	Job Title	Pay Grade
5097	Chief Data Input Specialist	20
4500	Communications Office Specialist I	22
4499	Communications Office Specialist II	24
5110	Computer Operator	22
4328	E-Rate Management Support Specialist	24
4380	Exchange Support Specialist	25
4375	Lead Systems Support Specialist	25
5103	Minicomputer Operator	20
4933	Operations Support Specialist	25
5098	Production Control Scheduler	21
5116	Production Control Specialist	20
5106	Production Operator	23
5112	Senior Computer Operator	25
5102	Senior Minicomputer Operator	22
4932	Senior Production Control Scheduler	24
5117	Senior Production Control Specialist	22
5118	Senior Production Operator	25
4376	Senior Systems Support Specialist	24
5104	Support Services Specialist	21
5100	Systems Documentation Specialist	20

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Job Code	Job Title	Pay Grade
5115	Systems Support Specialist	22
5099	Tape Librarian	18
4381	Technical Writer/GIS Specialist	25
4501	Technological Training Support Specialist	22
4379	Web Support Specialist	25
OTHER SUPPORT SERVICES		
Job Code	Job Title	Pay Grade
6195	Dental Assistant	20
6196	Dental Clinic Manager	22
4928	Laboratory Aide	23