

### Administrative and Clerical Services Unit Titles

<b>RANGE</b>	<b>CODE</b>	<b>TITLE NAME</b>	<b>HOURS</b>
08	21732	ACCIDENT RECORD REVIEWER	35
14	52341	ACCOUNT ADJUSTER STATE LOTTERY	NE
13	50451	ACCOUNTING ASSISTANT	35
88	98980	ADMINISTRATIVE AND CLERICAL SPECIAL SERVICES (ADMINISTRATIVE & CLERICAL NEGOTIATION ELIGIBLE)	**
04	20041	AGENCY AIDE	35
17	00893	ANIMAL HEALTH TECHNICIAN	NE
15	74242	ARCHIVES TECHNICIAN	35
14	55981	ASSISTANT FIELD REPRESENTATIVE WAGE AND HOUR COMPLIANCE	NE
14	55981D	ASSISTANT FIELD REPRESENTATIVE WAGE AND HOUR COMPLIANCE BILINGUAL IN SPANISH AND ENGLISH	NE
12	40142	ASSISTANT STOREKEEPER	40
08	74762	AUDIO VISUAL TECHNICIAN	35
06	21632	AUDIT ACCOUNT CLERK	35
06	21632C	AUDIT ACCOUNT CLERK TYPING	35
16	40206	BUILDING SERVICES COORDINATOR 3	40
14	40205	BUILDING SERVICES COORDINATOR 3	35
14	70323	CIRCULATION ASSISTANT 1	35
12	70321	CIRCULATION ASSISTANT 2	35
16	64945	CLAIMS ADJUDICATOR SUPPORT SPECIALIST 1	35
16	64945C	CLAIMS ADJUDICATOR SUPPORT SPECIALIST 1 BILINGUAL IN SPANISH AND ENGLISH	35
12	64942	CLAIMS ADJUDICATOR SUPPORT SPECIALIST 2	35
12	64942C	CLAIMS ADJUDICATOR SUPPORT SPECIALIST 2 BILINGUAL IN SPANISH AND ENGLISH	35
04	20042	CLERK	35
06	21532	CLERK BOOKKEEPER	35
07	20142	CLERK DRIVER	35
09	20140	CLERK DRIVER	40
07	23821	CLERK STENOGRAPHER A	35
04	23819	CLERK STENOGRAPHER-10 MONTHS	35
07	23332	CLERK TRANSCRIBER	35
07	23332C	CLERK TRANSCRIBER BILINGUAL IN SPANISH AND ENGLISH	35
04	23330	CLERK TRANSCRIBER-10 MONTHS	35
06	23232	CLERK TYPIST	35
06	23232C	CLERK TYPIST BILINGUAL IN SPANISH AND ENGLISH	35
09	23239	CLERK TYPIST 1 EVIDENCE HANDLING	35
13	23241	CLERK TYPIST 2 EVIDENCE HANDLING	35
03	23231	CLERK TYPIST-10 MONTHS	35

13	01773	CLINICAL LABORATORY TECHNICIAN	35
99	21801	COMMUNICATIONS OPERATOR TRAINEE	40
24	34805	COMMUNICATIONSOFFICER	40
19	53304	COMPUTER OPERATOR 1	35
16	53303	COMPUTER OPERATOR 2	35
13	53302	COMPUTER OPERATOR 3	35
11	53301	COMPUTER OPERATOR ASSISTANT	35
15	62139	CUSTOMER SERVICE INFORMATION SPECIALIST 1	35
15	62139C	CUSTOMER SERVICE INFORMATION SPECIALIST 1 BILINGUAL IN SPANISH & ENGLISH	35
13	08001	CUSTOMER SERVICE INFORMATION SPECIALIST 2	40
11	62137	CUSTOMER SERVICE INFORMATION SPECIALIST 2	35
11	62137C	CUSTOMER SERVICE INFORMATION SPECIALIST 2 BILINGUAL IN SPANISH & ENGLISH	35
08	62131	CUSTOMER SERVICE INFORMATION SPECIALIST 3	35
08	62131C	CUSTOMER SERVICE INFORMATION SPECIALIST 3 BILINGUAL IN SPANISH & ENGLISH	35
08	62131D	CUSTOMER SERVICE INFORMATION SPECIALIST 3 TOURISM WELCOME CENTER	35
20	56362	CUSTOMER SERVICE REPRESENTATIVE 1	40
18	56364	CUSTOMER SERVICE REPRESENTATIVE 1	35
18	56364C	CUSTOMER SERVICE REPRESENTATIVE 1 BILINGUAL IN SPANISH & ENGLISH	35
14	56360	CUSTOMER SERVICE REPRESENTATIVE 2	35
16	56358	CUSTOMER SERVICE REPRESENTATIVE 2	40
14	56360C	CUSTOMER SERVICE REPRESENTATIVE 2 BILINGUAL IN SPANISH & ENGLISH	35
13	56354	CUSTOMER SERVICE REPRESENTATIVE 3	40
11	56356	CUSTOMER SERVICE REPRESENTATIVE 3	35
11	56356C	CUSTOMER SERVICE REPRESENTATIVE 3 BILINGUAL IN SPANISH & ENGLISH	35
08	56352	CUSTOMER SERVICE REPRESENTATIVE 4	35
10	56350	CUSTOMER SERVICE REPRESENTATIVE 4	40
08	56352C	CUSTOMER SERVICE REPRESENTATIVE 4 BILINGUAL IN SPANISH & ENGLISH	35
99	56348	CUSTOMER SERVICE REPRESENTATIVE TRAINEE	35
07	53292	DATA ENTRY MACHINE OPERATOR	35
07	53292D	DATA ENTRY MACHINE OPERATOR SCANNING	35
07	53292C	DATA ENTRY MACHINE OPERATOR TERMINAL	35
99	53291	DATA ENTRY MACHINE OPERATOR TRAINEE	35
20	53373	DATA PROCESSING INPUT/OUTPUT CONTROL SPECIALIST 1	35
17	53372	DATA PROCESSING INPUT/OUTPUT CONTROL SPECIALIST 2	35
13	53371	DATA PROCESSING INPUT/OUTPUT CONTROL SPECIALIST 3	35
12	53362	DATA PROCESSING LIBRARIAN 2	35

13	53255	DATA PROCESSING PROGRAMMER TECHNICIAN	35
24	53384	DATA PROCESSING SCHEDULER 1	35
20	53383	DATA PROCESSING SCHEDULER 2	35
12	36202	DEPUTY COURT ADMINISTRATOR P I P	35
11	14026	DRAFTING TECHNICIAN	40
09	14032	DRAFTING TECHNICIAN	35
16	20063	EDUCATION PROGRAM ASSISTANT 1	35
16	20063C	EDUCATION PROGRAM ASSISTANT 1 BILINGUAL IN SPANISH AND ENGLISH	35
13	20062	EDUCATION PROGRAM ASSISTANT 2	35
13	18033	ELECTROENCEPHALOLOGRAPHER	35
18	93079	ELECTRONICS TECHNICAL LABORATORY COORDINATOR	NL
17	10118	ENGINEERING TECHNICIAN 3	40
15	59956	ENGINEERING TECHNICIAN 3	35
15	10117	ENGINEERING TECHNICIAN 4	40
09	59957	ENGINEERING TECHNICIAN 5	35
11	10116	ENGINEERING TECHNICIAN 5	40
13	80212	FINANCIAL AID ASSISTANT	NE
14	45013	FINGERPRINT PROCESSING TECHNICIAN 1	35
16	45011	FINGERPRINT PROCESSING TECHNICIAN 2	35
12	45009	FINGERPRINT PROCESSING TECHNICIAN APPRENTICE	35
18	02659	FOREST FIRE CONTROL TECHNICIAN	40
09	41352	FORMS DESIGN TECHNICIAN 1	35
12	41353	FORMS DESIGN TECHNICIAN 2	35
17	54603	GRAPHIC ARTIST1	40
15	54593	GRAPHIC ARTIST1	35
17	54604	GRAPHIC ARTIST2	35
21	54598	GRAPHIC ARTIST3	N4
20	54594	GRAPHIC ARTIST3	NE
09	54591	GRAPHIC ARTS TECHNICIAN	35
14	45032	IDENTIFICATION OFFICER	35
09	21813	INSTITUTIONAL TELEPHONE OPERATOR	40
09	21813C	INSTITUTIONAL TELEPHONE OPERATOR BILINGUAL IN SPANISH & ENGLISH	40
16	70325	INSTRUCTIONAL MATERIALS TECHNICIAN	35
15	32205	INSTRUCTIONAL TECHNICIAN SECURED FACILITIES	NE
13	50450A	INTERMITTENT ACCOUNTING ASSISTANT	35
06	21631A	INTERMITTENT AUDIT ACCOUNT CLERK	35
06	21631C	INTERMITTENT AUDIT ACCOUNT CLERK TREASURY	35
04	20046A	INTERMITTENT CLERK	35
04	20046C	INTERMITTENT CLERK TREASURY	35
07	53290A	INTERMITTENT DATA ENTRY MACHINE OPERATOR	35

07	53290C	INTERMITTENT DATA ENTRY MACHINE OPERATOR TREASURY	35
11	64791	INTERMITTENT LABOR CLERK	35
11	64791C	INTERMITTENT LABOR CLERK BILINGUAL IN SPANISH & ENGLISH	35
09	20421A	INTERMITTENT POSTAL CLERK	40
09	20421C	INTERMITTENT POSTAL CLERK TREASURY	40
08	20047A	INTERMITTENT SENIOR CLERK	35
08	20047C	INTERMITTENT SENIOR CLERK TREASURY	35
12	51328A	INTERMITTENT TAXPAYER SERVICE ASSISTANT	35
15	51631	INTERMITTENT TECHNICAL ASSISTANT 2 TREASURY	35
12	51328C	INTERMITTENT TECHNICAL ASSISTANT 3 TREASURY	35
13	54906	INTERMITTENT TECHNICAL ASSISTANT MANAGEMENT INFORMATION SYSTEMS	35
18	55892	INTERPRETER FOR THE DEAF	NE
12	64749	INTERVIEWER AIDE	35
17	50492	INVENTORY CONTROL SPECIALIST 1	40
15	59969	INVENTORY CONTROL SPECIALIST 1	35
14	50491	INVENTORY CONTROL SPECIALIST 2	40
13	33451	INVESTIGATOR AIDE PUBLIC DEFENDER	35
13	33451C	INVESTIGATOR AIDE PUBLIC DEFENDER BILINGUAL SPANISH/ENGLISH	35
15	80213	INVESTIGATOR STUDENT LOANS	35
15	80213C	INVESTIGATOR STUDENT LOANS BILINGUAL IN SPANISH & ENGLISH	35
13	64756	JOB MATCH SPECIALIST 1	35
11	64757	JOB MATCH SPECIALIST 2	35
17	24838	JUDICIAL ASSISTANT 1 OAL	35
12	01922	LABORATORY TECHNICIAN	35
12	01922H	LABORATORY TECHNICIAN GEOSCIENCE	35
12	01922F	LABORATORY TECHNICIAN PLANT INDUSTRY	35
15	24832	LEGAL SECRETARY 1	35
13	24831	LEGAL SECRETARY 2	35
18	72743	LEGAL SERVICES ASSISTANT 1	35
15	72741	LEGAL SERVICES ASSISTANT 2	35
09	74132	LIBRARY ASSISTANT	35
04	74136	LIBRARY ASSISTANT - 10 MONTHS	35
07	02289	LIBRARY PAGE	35
11	52471	LICENSE PROCESSOR 2	35
04	20432	MAIL CLERK	35
14	81121	MAINTENANCE MATERIALS ASSISTANT	35
21	81544	MEDIA TECHNICIAN 1	40
18	81543	MEDIA TECHNICIAN 2	40
18	81543D	MEDIA TECHNICIAN 2 GRAPHICS-PHOTOGRAPHY	40
15	81542	MEDIA TECHNICIAN 3	40
09	21231	MEDICAL CLAIMS REVIEW CLERK	35

16	21054	MEDICAL RECORDS TECHNICIAN	35
15	21213	MEDICAL SERVICES ASSISTANT	35
05	22022	MICROFILM MACHINE OPERATOR	35
11	21033	MORTALITY CODING CLERK 2	35
08	21032	MORTALITY CODING CLERK 3	35
20	82423	MUSIC TECHNICIAN STATE COLLEGES	NE
10	03188	NATURAL RESOURCE INTERPRETATION TECHNICIAN	40
09	03843	NURSING SERVICES CLERK	40
17	30461	PARALEGAL TECHNICIAN 2	35
13	30459	PARALEGAL TECHNICIAN ASSISTANT	35
19	42443	PLANNER/SCHEDULER COMPUTERIZED MAINTENANCE MANAGEMENT PROGRAM	40
09	20422	POSTAL CLERK	40
08	02571	PRINTING MACHINE OPERATOR 1	35
10	22533	PRINTING MACHINE OPERATOR 2	35
99	22530	PRINTING MACHINE OPERATOR TRAINEE	35
15	41441	PRINTING OPERATIONS TECHNICIAN 1	35
18	41442	PRINTING OPERATIONS TECHNICIAN 2	35
15	52902	PROPERTY MANAGEMENT SERVICES TECHNICIAN	NE
16	52661	PURCHASING ASSISTANT	35
06	20132C	RECEPTIONIST BILINGUAL IN SPANISH AND ENGLISH	35
03	20131	RECEPTIONIST 10 MONTHS	35
20	56541	RECORDS TECHNICIAN 1 MOTOR VEHICLES	40
18	56540	RECORDS TECHNICIAN 1 MOTOR VEHICLES	35
17	56538	RECORDS TECHNICIAN 2 MOTOR VEHICLES	40
15	56537	RECORDS TECHNICIAN 2 MOTOR VEHICLES	35
13	56535	RECORDS TECHNICIAN 3 MOTOR VEHICLES	35
15	56536	RECORDS TECHNICIAN 3 MOTOR VEHICLES	40
16	10901	RESEARCH TECHNICIAN 1	35
13	10902	RESEARCH TECHNICIAN 2	35
09	10903	RESEARCH TECHNICIAN 3	35
16	52391	SALES REPRESENTATIVE 1 STATE LOTTERY	NE
15	40451	SALES REPRESENTATIVE 1 STATE LOTTERY	35
15	82281	SCHEDULER	NE
12	82280	SCHEDULER 10 MONTHS	NE
20	24533	SECRETARIAL ASSISTANT 1	NE
20	24533C	SECRETARIAL ASSISTANT 1 NON-STENOGRAPHIC	NE
20	24533D	SECRETARIAL ASSISTANT 1 NON STENOGRAPHIC DEAF LANGUAGE SPECIALST	NE
17	24532	SECRETARIAL ASSISTANT 2	35
17	24532D	SECRETARIAL ASSISTANT 2 NON-STENO/DEAF LANGUAGE SPECIALIST	35
17	24532C	SECRETARIAL ASSISTANT 2 NON-STENOGRAPHIC	35

15	24531	SECRETARIAL ASSISTANT 3	35
12	31000	SECRETARIAL ASSISTANT 3 10 MONTHS	35
17	12505C	SECRETARIAL ASSISTANT 3 NON STENOGRAPHIC	40
15	24531G	SECRETARIAL ASSISTANT 3 NON-STENO/BILINGUAL IN SPANISH & ENG	35
15	24531C	SECRETARIAL ASSISTANT 3 NON-STENOGRAPHIC	35
12	31000C	SECRETARIAL ASSISTANT 3 10 MONTHS NON STENOGRAPHIC	35
15	24531D	SECRETARIAL ASSISTANT 3 NON STENOGRAPHIC DEAF LANGUAGE SPECIALIST	35
98	24534	SECRETARIAL ASSISTANT OUT OF STATE	NL
98	59879	SECRETARY	NE
19	24521	SECRETARY DEPARTMENT OF TRANSPORTATION	NE
10	21731	SENIOR ACCIDENT RECORD REVIEWER	35
10	74763	SENIOR AUDIO VISUAL TECHNICIAN	35
08	21633	SENIOR AUDIT ACCOUNT CLERK	35
08	21633C	SENIOR AUDIT ACCOUNT CLERK TYPING	35
08	20043	SENIOR CLERK	35
08	20043C	SENIOR CLERK BILINGUAL IN SPANISH AND ENGLISH	35
08	21533	SENIOR CLERK BOOKKEEPER	35
09	23823	SENIOR CLERK STENOGRAPHER	35
06	23820	SENIOR CLERK STENOGRAPHER-10 MONTHS	35
09	23333	SENIOR CLERK TRANSCRIBER	35
09	23333F	SENIOR CLERK TRANSCRIBER BILINGUAL IN SPANISH & ENGLISH	35
06	23331	SENIOR CLERK TRANSCRIBER-10 MONTHS	35
08	23233	SENIOR CLERK TYPIST	35
08	23233C	SENIOR CLERK TYPIST BILINGUAL IN SPANISH & ENGLISH	35
05	23235	SENIOR CLERK TYPIST-10 MONTHS	35
16	01774	SENIOR CLINICAL LABORATORY TECHNICIAN	35
12	26113	SENIOR COURT ATTENDANT WORKERS COMPENSATION	35
10	53293	SENIOR DATA ENTRY MACHINE OPERATOR	35
10	53293D	SENIOR DATA ENTRY MACHINE OPERATOR SCANNING	35
10	53293C	SENIOR DATA ENTRY MACHINE OPERATOR TERMINAL	35
15	14027	SENIOR DRAFTING TECHNICIAN	40
13	14033	SENIOR DRAFTING TECHNICIAN	35
08	20723	SENIOR FILE CLERK	35
14	44923	SENIOR FORENSIC PHOTOGRAPHER	35
16	45033	SENIOR IDENTIFICATION OFFICER	35
15	01923	SENIOR LABORATORY TECHNICIAN	35
15	01923D	SENIOR LABORATORY TECHNICIAN CHEMISTRY	35
15	01923E	SENIOR LABORATORY TECHNICIAN MICROBIOLOGY	35
15	01923K	SENIOR LABORATORY TECHNICIAN PLANT INDUSTRY	35
10	74133	SENIOR LIBRARY ASSISTANT	35
05	74137	SENIOR LIBRARY ASSISTANT - 10 MONTHS	35

07	20433	SENIOR MAIL CLERK	35
12	21234	SENIOR MEDICALCLAIMS REVIEW CLERK	35
08	22023	SENIOR MICROFILM MACHINE OPERATOR	35
08	22233	SENIOR OFFICE APPLIANCE OPERATOR	35
09	23214	SENIOR OPERATOR AUTOMATED TYPEWRITER	35
12	21841	SENIOR OPERATOR STATE OFFICE CENTREX SYSTEM	35
10	20423	SENIOR POSTAL CLERK	40
12	40036	SENIOR STOCK CLERK	40
10	40033	SENIOR STOCK CLERK	35
18	56558	SENIOR TECHNICIAN MVC	40
16	56561	SENIOR TECHNICIAN MVC	35
08	21824	SENIOR TELEPHONE OPERATOR	35
10	21834	SENIOR TELEPHONE OPERATOR	40
08	20623	SENIOR VAULT CLERK	35
17	53271	SOFTWARE DEVELOPMENT SPECIALIST ASSISTANT	35
06	40032	STOCK CLERK	35
16	40143	STOREKEEPER 2	40
15	40140	STOREKEEPER 2	NE
08	40021	STORES CLERK	40
14	56546	SUPPORT SERVICES REPRESENTATIVE 1	35
16	56547	SUPPORT SERVICES REPRESENTATIVE 1	40
11	56542	SUPPORT SERVICES REPRESENTATIVE 2	35
08	56532	SUPPORT SERVICES REPRESENTATIVE 3	35
99	56529	SUPPORT SERVICES REPRESENTATIVE TRAINEE	35
12	75273	TEACHING ASSISTANT 12 MONTHS	40
11	75272	TEACHING ASSISTANT 12 MONTHS	NE
08	75262	TEACHING ASSISTANT-10 MONTHS	NE
08	75262C	TEACHING ASSISTANT-10 MONTHS BILINGUAL IN SPANISH AND ENGLISH	NE
17	10135	TECHNICAL ASSISTANT 1 DEPARTMENT OF STATE	35
15	10134	TECHNICAL ASSISTANT 2 DEPARTMENT OF STATE	35
13	52351	TECHNICAL ASSISTANT 2 INSURANCE	35
11	65352	TECHNICAL ASSISTANT 2 LABOR	35
13	50042	TECHNICAL ASSISTANT 2 PURCHASING	35
15	51633	TECHNICAL ASSISTANT 2 TREASURY	35
12	51329	TECHNICAL ASSISTANT 3	35
14	64181	TECHNICAL ASSISTANT 3 COMMUNITY AFFAIRS	NE
15	28243	TECHNICAL ASSISTANT AFFIRMATIVE ACTION	35
15	23238	TECHNICAL ASSISTANT AGRICULTURE	35
15	51279	TECHNICAL ASSISTANT CASH MANAGEMENT	NE
16	62844	TECHNICAL ASSISTANT CONTRACT ADMINISTRATION	NE
17	60003	TECHNICAL ASSISTANT LEGAL ACTIVITIES	35
13	53096	TECHNICAL ASSISTANT MANAGEMENT INFORMATION SYSTEMS	35

15	53097	TECHNICAL ASSISTANT MANAGEMENT INFORMATION SYSTEMS	40
12	82441	TECHNICAL ASSISTANT PSYCHOLOGY LABORATORY	35
13	28237	TECHNICAL ASSISTANT URBAN ENTERPRISE ZONE	NE
18	26512	TECHNICIAN 1 COMMERCIAL RECORDING	35
15	26511	TECHNICIAN 2 COMMERCIAL RECORDING	35
17	53099	TECHNICIAN MANAGEMENT INFORMATION SYSTEMS	40
16	62041	TECHNICIAN MANAGEMENT INFORMATION SYSTEMS	NE
12	56560	TECHNICIAN MVC	35
14	56557	TECHNICIAN MVC	40
07	21823	TELEPHONE OPERATOR	35
08	21811	TELEPHONE OPERATOR TYPIST	35
10	21830	TELEPHONE OPERATOR TYPIST	40
98	10063	TENTATIVE TITLE COMMERCE	35
15	57162	TITLE SEARCHER	NE
98	40817	TRANSITIONAL WORKER SUPPORT	35
11	64792	UNEMPLOYMENT INSURANCE CLERK	35
11	64792D	UNEMPLOYMENT INSURANCE CLERK BILINGUAL IN PORTUGUESE & ENGLISH	35
11	64792C	UNEMPLOYMENT INSURANCE CLERK BILINGUAL IN SPANISH & ENGLISH	35
13	10219	UNEMPLOYMENT INSURANCE CLERK REEMPLOYMENT CALL CENTER	35
13	10219C	UNEMPLOYMENT INSURANCE CLERK REEMPLOYMENT CALL CENTER BILINGUAL IN SPANISH & ENGLISH	35
05	20642	VAULT CLERK	35
13	22645	WORD PROCESSING SPECIALIST 2	35
09	22644	WORD PROCESSING SPECIALIST 3	35
99	22643	WORD PROCESSING SPECIALIST TRAINEE	35