

Department of Civil Service
Division of Classification & Compensation
Clerical Titles Consolidation
April 22, 2015

Current Title	Grade	New Title	Grade
Data Entry Machine Operator Trainee	NS	Office Assistant 1 (Keyboarding)	06
Calculations Clerk 1	06	Office Assistant 1	06
Calculations Clerk 1 (Spanish Language)	06	Office Assistant 1 (Spanish Language)	06
Clerk 1	06	Office Assistant 1	06
Clerk 1 (Spanish Language)	06	Office Assistant 1 (Spanish Language)	06
Data Entry Machine Operator	06	Office Assistant 1 (Keyboarding)	06
Data Entry Machine Operator (Spanish Language)	06	Office Assistant 1 (Keyboarding Spanish Language)	06
Keyboard Specialist 1	06	Office Assistant 1 (Keyboarding)	06
Keyboard Specialist 1 (Chinese Language)	06	Office Assistant 1 (Keyboarding Chinese Language)	06
Keyboard Specialist 1 (Spanish Language)	06	Office Assistant 1 (Keyboarding Spanish Language)	06
Mail & Supply Clerk	06	Office Assistant 1 (Stores/Mail)	06
Stores Clerk 1	06	Office Assistant 1 (Stores/Mail)	06
Agency Services Representative	09	Office Assistant 2 (Customer Service)	09
Agency Services Representative (Chinese Language)	09	Office Assistant 2 (Customer Service Chinese Language)	09
Agency Services Representative (Spanish Language)	09	Office Assistant 2 (Customer Service Spanish Language)	09
Calculations Clerk 2	09	Office Assistant 2 (Calculations)	09
Calculations Clerk 2 (Chinese Language)	09	Office Assistant 2 (Calculations Chinese Language)	09
Clerk 2	09	Office Assistant 2	09
Clerk 2 (Spanish Language)	09	Office Assistant 2 (Spanish Language)	09
Data Processing Clerk 2	09	Office Assistant 2	09
Keyboard Specialist 2	09	Office Assistant 2 (Keyboarding)	09
Keyboard Specialist 2 (Spanish Language)	09	Office Assistant 2 (Keyboarding Spanish Language)	09
Senior Data Entry Machine Operator	09	Office Assistant 2 (Keyboarding)	09
Senior Mail & Supply Clerk	09	Office Assistant 2 (Stores/Mail)	09
Senior Underwriting Clerk	09	Office Assistant 2 (Calculations)	09
Stores Clerk 2	09	Office Assistant 2 (Stores/Mail)	09
Training Aide	09	Office Assistant 2	09
Principal Mail and Supply Clerk	12	Stores & Mail Operations Supervisor	12
Principal Stores Clerk	12	Stores & Mail Operations Supervisor	12
Data Processing Clerk 3	14	Office Assistant 3	14
Principal Account Clerk	14	Office Assistant 3 (Calculations)	14
Principal Actuarial Clerk	14	Office Assistant 3 (Calculations)	14
Principal Audit Clerk	14	Office Assistant 3 (Calculations)	14
Principal Clerk	14	Office Assistant 3	14
Principal Clerk Personnel	14	Office Assistant 3 (Human Resources)	14
Principal File Clerk	14	Office Assistant 3	14
Principal Statistics Clerk	14	Office Assistant 3 (Calculations)	14
Purchasing Assistant 2	14	Office Assistant 3 (Calculations)	14