

Office Assistant Titles Eff: 5/07/2015

Grade 6

Current Title

New Title

Data Entry Machine Operator Trainee	Office Assistant 1 (Keyboarding)
Clerk 1	Office Assistant 1
Clerk 1 (Spanish Language)	Office Assistant 1 (Spanish Language)
Calculations Clerk 1	Office Assistant 1
Calculations Clerk 1 (Spanish Language)	Office Assistant 1 (Spanish Language)
Keyboard Specialist 1	Office Assistant 1 (Keyboarding)
Keyboard Specialist 1 (Chinese Language)	Office Assistant 1 (Keyboarding Chinese Language)
Keyboard Specialist 1 (Spanish Language)	Office Assistant 1 (Keyboarding Spanish Language)
Data Entry Machine Operator	Office Assistant 1 (Keyboarding)
Data Entry Machine Operator (Spanish Language)	Office Assistant 1 (Keyboarding Spanish Language)
Stores Clerk 1	Office Assistant 1 (Stores/Mail)
Mail & Supply Clerk	Office Assistant 1 (Stores/Mail)

Grade 9

Current Title

New Title

Data Processing Clerk 2	Office Assistant 2
Clerk 2	Office Assistant 2
Clerk 2 (Spanish Language)	Office Assistant 2 (Spanish Language)
Training Aide	Office Assistant 2
Calculations Clerk 2	Office Assistant 2 (Calculations)
Calculations Clerk 2 (Chinese Language)	Office Assistant 2 (Calculations Chinese Language)
Senior Underwriting Clerk	Office Assistant 2 (Calculations)
Keyboard Specialist 2	Office Assistant 2 (Keyboarding)
Keyboard Specialist 2 (Spanish Language)	Office Assistant 2 (Keyboarding Spanish Language)
Agency Services Representative	Office Assistant 2 (Customer Service)

Grade 9

Continued

Current Title

New Title

Agency Service Rep (Chinese Lang.)

Office Assistant 2 (Customer Service Chinese Language)

Agency Services Rep. (Spanish Lang.)

Office Assistant 2 (Customer Service Spanish Language)

Senior Mail & Supply Clerk
Stores Clerk 2

Office Assistant 2 (Stores/Mail)
Office Assistant 2 (Stores/Mail)

Grade 12

Current Title

New Title

Principal Mail and Supply Clerk

Stores & Mail Operations Supervisor

Principal Stores Clerk

Stores & Mail Operations Supervisor

Grade 14

Current Title

New Title

Data Processing Clerk 3

Office Assistant 3

Principal Clerk

Office Assistant 3

Principal File Clerk

Office Assistant 3

Principal Clerk Personnel

Office Assistant 3 (Personnel)

Principal Statistics Clerk

Office Assistant 3 (Calculations)

Principal Account Clerk

Office Assistant 3 (Calculations)

Principal Audit Clerk

Office Assistant 3 (Calculations)

Principal Actuarial Clerk

Office Assistant 3 (Calculations)

Purchasing Assistant 2

Office Assistant 3 (Calculations)