

## JOB FAMILY - ADMINISTRATIVE CLERICAL

JOB CODE	JOB DESCRIPTION	PAY GRADE	MINIMUM	MIDPOINT	MAXIMUM
JC-1001	Account Clerk	A3	15.25	19.06	22.87
JC-1010	Accounting Aide	A7	18.54	23.18	27.82
JC-1011	Accounting Aide PT	A7	18.54	23.18	27.82
JC-1015	Accounting Assistant	A5	15.65	19.56	23.47
JC-1030	Accounts Payable Clerk	A5	15.65	19.56	23.47
JC-1038	Action Center Agent	A6	17.00	21.25	25.50
JC-1039	Action Center Agent PT	A6	17.00	21.25	25.50
JC-1050	Admin Aide I	A6	17.00	21.25	25.50
JC-1055	Admin Aide I Fac Svcs	A6	17.00	21.25	25.50
JC-4020	Administrative Aide - Covert Crimes	A5	15.65	19.56	23.47
JC-4021	Administrative Aide - Crimes against children - PT	A5	15.65	19.56	23.47
JC-4022	Administrative Aide - Internal Affairs	A6	17.00	21.25	25.50
JC-4023	Administrative Aide - Jail	A6	17.00	21.25	25.50
JC-4024	Administrative Aide - Personnel and Recruiting	A6	17.00	21.25	25.50
JC-4025	Administrative Aide – Traffic Unit	A5	15.65	19.56	23.47
JC-4026	Administrative Aide – Traffic Unit Reporting	A5	15.65	19.56	23.47
JC-4027	Administrative Aide - Training Center	A5	15.65	19.56	23.47
JC-4028	Administrative Aide – Warrant Unit	A5	15.65	19.56	23.47
JC-1120	Administrative Aide I	A6	17.00	21.25	25.50
JC-1121	Administrative Aide I PT	A6	17.00	21.25	25.50
JC-1125	Administrative Aide II	A7	18.54	23.18	27.82
JC-1060	Administrative Aide II City Attorney	A7	18.54	23.18	27.82
JC-1068	Administrative Aide II Convention Center	A7	18.54	23.18	27.82
JC-1070	Administrative Aide II Finance	A7	18.54	23.18	27.82
JC-1066	Administrative Aide II PT	A7	18.54	23.18	27.82
JC-2493	Administrative Assistant PT - Library	A5	15.65	19.56	23.47
JC-1095	Administrative Secretary	A6	17.00	21.25	25.50
JC-1155	Alarm Admnstrator	A7	18.54	23.18	27.82
JC-1160	Animal Service Disp	A3	15.25	19.06	22.87
JC-3619	Apprentice Util Dispatcher	A5	15.65	19.56	23.47
JC-3618	Apprentice Util Dispatcher PT	A5	15.65	19.56	23.47
JC-1435	Bibliograph Svc Team Lead	A6	17.00	21.25	25.50
JC-1440	Bibliograph Tech Asst	A5	15.65	19.56	23.47
JC-1444	Bibliographic Svcs Asst PT	A3	15.25	19.06	22.87
JC-4008	Capital Projects Aide	A6	17.00	21.25	25.50
JC-1532	Cataloging & Acquisition Asst	A6	17.00	21.25	25.50
JC-1528	Cataloging Assistant	A6	17.00	21.25	25.50
JC-3745	Catering Sales Assistant	A7	18.54	23.18	27.82
JC-1616	Clerical Assistant PT	A3	15.25	19.06	22.87

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JOB CODE	JOB DESCRIPTION	PAY GRADE	MINIMUM	MIDPOINT	MAXIMUM
JC-1620	Clerk	A2	14.05	17.56	21.07
JC-1623	Clerk PT	A2	14.05	17.56	21.07
JC-1676	Community Service Coord PT	A4	15.49	19.36	23.23
JC-1678	Community Services Agent	A6	17.00	21.25	25.50
JC-1686	Community Services Agent PT	A6	17.00	21.25	25.50
JC-1755	Council Asst	A6	17.00	21.25	25.50
JC-1765	Court Administrative Aide	A7	18.54	23.18	27.82
JC-1815	Crisis Team Counselor	A7	18.54	23.18	27.82
JC-1816	Crisis Team Counselor PT	A7	18.54	23.18	27.82
JC-1831	Cust Service Asst	A5	15.65	19.56	23.47
JC-1832	Cust Service Asst PT	A5	15.65	19.56	23.47
JC-1846	Cust Svc Rep PT	A2	14.05	17.56	21.07
JC-1850	Cust Svcs Trainer	A7	18.54	23.18	27.82
JC-1857	Customer Assistant Billing	A7	18.54	23.18	27.82
JC-1858	Customer Assistant Credit	A7	18.54	23.18	27.82
JC-1859	Customer Assistant Development	A7	18.54	23.18	27.82
JC-1861	Customer Assistant Services	A7	18.54	23.18	27.82
JC-1860	Customer Asst	A6	17.00	21.25	25.50
JC-1863	Customer Service Rep Cso	A4	15.49	19.36	23.23
JC-4059	Customer Service Representative - Airport	A6	17.00	21.25	25.50
JC-1845	Customer Service Representative Driver Eligible	A2	14.05	17.56	21.07
JC-1848	Customer Service Representative Driver Eligible PT	A2	14.05	17.56	21.07
JC-1866	Customer Support Rep	A3	15.25	19.06	22.87
JC-1872	Data Entry Opr PT	A3	15.25	19.06	22.87
JC-1930	Deputy Court Clerk II	A4	15.49	19.36	23.23
JC-1926	Deputy Court Clerk II PT	A4	15.49	19.36	23.23
JC-1935	Deputy Court Clerk III	A5	15.65	19.56	23.47
JC-1937	Deputy Court Clerk III PT	A5	15.65	19.56	23.47
JC-1940	Deputy Court Clerk IV	A6	17.00	21.25	25.50
JC-1843	East Customer Service Assistant Driver Eligible	A5	15.65	19.56	23.47
JC-1842	East Customer Service Assistant Driver Eligible PT	A5	15.65	19.56	23.47
JC-1844	East Customer Service Assistant PT	A5	15.65	19.56	23.47
JC-2238	EMT Trainee	A0	7.25	9.06	10.87
JC-2364	Grants Assistant	A5	15.65	19.56	23.47
JC-2430	Housing Specialist	A7	18.54	23.18	27.82
JC-2431	Housing Specialist PT	A6	17.00	21.25	25.50
JC-2450	Human Resources Assistant	A6	17.00	21.25	25.50
JC-3731	Human Resources Asst PT	A6	17.00	21.25	25.50
JC-2463	Indoor Lifeguard PT	A2	14.05	17.56	21.07

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JC-2495	Intermediate Account Clerk	A5	15.65	19.56	23.47
JC-2505	Investigative Aide	A5	15.65	19.56	23.47
JC-4029	Investigative Aide – Crimes Against Children Unit	A6	17.00	21.25	25.50
JC-4030	Investigative Aide – Domestic Crimes Unit	A5	15.65	19.56	23.47
JC-4031	Investigative Aide – Economic Crimes Unit	A5	15.65	19.56	23.47
JC-4032	Investigative Aide – Fugitive Unit	A5	15.65	19.56	23.47
JC-4033	Investigative Aide – Homicide Unit	A5	15.65	19.56	23.47
JC-4034	Investigative Aide – Sex Crimes Unit	A5	15.65	19.56	23.47
JC-2515	Jail Court Asst	A5	15.65	19.56	23.47
JC-1767	Juvenile Case Administrator (Teen Court)	A7	18.54	23.18	27.82
JC-2523	Lab Services Assistant PT	A4	15.49	19.36	23.23
JC-2560	Lead Data Entry Operator	A6	17.00	21.25	25.50
JC-2568	Lead Indoor Lifeguard FT	A3	15.25	19.06	22.87
JC-2566	Lead Indoor Lifeguard PT	A3	15.25	19.06	22.87
JC-2580	Lead Records Clerk	A5	15.65	19.56	23.47
JC-2590	Legal Secretary	A6	17.00	21.25	25.50
JC-2593	Lib Clerk II	A3	15.25	19.06	22.87
JC-2594	Lib Clerk II PT	A3	15.25	19.06	22.87
JC-3380	Lib Program Specialist	A6	17.00	21.25	25.50
JC-3356	Lib Program Specialist PT	A6	17.00	21.25	25.50
JC-2606	Lib Reference Asst PT	A4	15.49	19.36	23.23
JC-2595	Library Circulation Assistant	A3	15.25	19.06	22.87
JC-2596	Library Circulation Assistant PT	A3	15.25	19.06	22.87
JC-2622	Library Services Asst PT	A4	15.49	19.36	23.23
JC-2931	Marketing Aide	A7	18.54	23.18	27.82
JC-2923	Marketing Aide PT	A7	18.54	23.18	27.82
JC-2794	Office Aide Assistant	A7	18.54	23.18	27.82
JC-2783	Office Aide PT	A4	15.49	19.36	23.23
JC-2790	Office Assistant	A5	15.65	19.56	23.47
JC-4035	Office Assistant – Criminal Investigations	A5	15.65	19.56	23.47
JC-4036	Office Assistant – Patrol Unit Scheduler	A5	15.65	19.56	23.47
JC-4037	Office Assistant – Patrol Unit Timekeeper	A5	15.65	19.56	23.47
JC-2793	Office Assistant PT	A5	15.65	19.56	23.47
JC-2935	Payroll Assistant	A6	17.00	21.25	25.50
JC-2940	Payroll Coordinator Fin	A7	18.54	23.18	27.82
JC-2945	Payroll Coordinator Dept	A6	17.00	21.25	25.50
JC-2950	Payroll Coordinator Fire	A6	17.00	21.25	25.50
JC-3040	Police Reports Team Leadr	A7	18.54	23.18	27.82
JC-3066	Processing Clerk PT	A2	14.05	17.56	21.07

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JOB CODE	JOB DESCRIPTION	PAY GRADE	MINIMUM	MIDPOINT	MAXIMUM
JC-2616	PT Stack Maintenance Assistant	A1	10.70	13.38	16.05
JC-3105	Purchasing Asst	A7	18.54	23.18	27.82
JC-3141	Records Assistant	A4	15.49	19.36	23.23
JC-3142	Records Assistant PT	A4	15.49	19.36	23.23
JC-3035	Records Services Asst	A6	17.00	21.25	25.50
JC-3036	Records Services Asst PT	A6	17.00	21.25	25.50
JC-3144	Records Team Lead	A6	17.00	21.25	25.50
JC-3185	Resident Service Assntnt	A4	15.49	19.36	23.23
JC-3190	Resident Svc Asstnt Supv	A6	17.00	21.25	25.50
JC-3220	Secretary	A5	15.65	19.56	23.47
JC-3225	Secretary (Hr)	A4	15.49	19.36	23.23
JC-3218	Secretary PT	A5	15.65	19.56	23.47
JC-3245	Senior Clerk	A3	15.25	19.06	22.87
JC-3323	Senior Clerk PT	A3	15.25	19.06	22.87
JC-2792	Senior Office Assistant	A6	17.00	21.25	25.50
JC-3270	Service Representative	A5	15.65	19.56	23.47
JC-3271	Service Representative PT	A5	15.65	19.56	23.47
JC-3278	Service Unit Assistant - Parks	A4	15.49	19.36	23.23
JC-3275	Service Unit Asst	A4	15.49	19.36	23.23
JC-3276	Service Unit Asst PT	A4	15.49	19.36	23.23
JC-3320	Sr Account Clerk	A6	17.00	21.25	25.50
JC-3335	Sr Data Entry Operator	A4	15.49	19.36	23.23
JC-3360	Sr Library Circ Asst	A7	18.54	23.18	27.82
JC-3363	Sr Library Clerk PT	A2	14.05	17.56	21.07
JC-3395	Sr Util Cust Svc Rep	A7	18.54	23.18	27.82
JC-3450	Svc Unit Coord	A5	15.65	19.56	23.47
JC-3449	Svc Unit Coord PT	A5	15.65	19.56	23.47
JC-3480	Tennis Professional	A2	14.05	17.56	21.07
JC-3526	Transit Coordinator	A7	18.54	23.18	27.82
JC-3527	Transit Coordinator PT	A7	18.54	23.18	27.82
JC-3569	Urban Development Specialist	A7	18.54	23.18	27.82
JC-3590	Util Cust Service Rep	A6	17.00	21.25	25.50
JC-3591	Util Cust Service Rep PT	A6	17.00	21.25	25.50
JC-3621	Utilities Dispatcher Nights	A4	15.49	19.36	23.23
JC-3671	Victim Services Asst	A6	17.00	21.25	25.50
JC-3676	Vital Records Agent	A6	17.00	21.25	25.50
JC-3695	Warrant Clerk	A4	15.49	19.36	23.23