

Staff Advisory Council

EEO Code 5 – Clerical/Secretarial

(Updated 6/10/2022)

ACADEMIC CONTRACT SPECIALIST

ACADEMIC CONTRACT SUPERVISOR

ACCOUNTING ASSISTANT

ACCOUNTING OFFICER

ACCOUNTING SPECIALIST

ADMISSIONS AND RECORDS ASSISTANT

ADMITTING OFFICER I

ADMITTING OFFICER II

ADMITTING OFFICER III

ADMITTING OFFICER IV

ASSISTANT DUPLICATING SERVICE SUPERVISOR

AUTOMOTIVE PARTS MANAGER

CASHIER I

CASHIER II

CASHIER III

CASHIER IV

CENTRAL RECEIVING STATION DISPATCHER

CENTRAL STERILE SUPPLY TECHNICIAN

CENTRAL STORES MANAGER

CENTRAL STORES MANAGER II

COLLECTION REPRESENTATIVE

COLLECTION SPECIALIST

COORDINATOR OF MEDICAL TRANSCRIPTION
COPY CENTER OPERATOR I
COPY CENTER OPERATOR II
COPY CENTER OPERATOR III
COPY CENTER OPERATOR IV
DISTRIBUTION SERVICES SUPERVISOR
DUPLICATING MACHINE OPERATOR I
DUPLICATING MACHINE OPERATOR II
DUPLICATING MACHINE OPERATOR III
DUPLICATING SERVICES MANAGER
DUPLICATING SERVICES SUPERVISOR
EDITORIAL ASSISTANT
EQUIPMENT ATTENDANT
FOOD SERVICE CASHIER
HUMAN RESOURCE ASSISTANT
INVENTORY CLERK
INVENTORY SPECIALIST
LIBRARY ASSISTANT
LIBRARY CLERK
MAILING EQUIPMENT OPERATOR/EXPEDITER I
MAILING EQUIPMENT OPERATOR/EXPEDITER II
MAILING EQUIPMENT OPERATOR/EXPEDITER III
MAILING SERVICES MANAGER
MAILING SERVICES SUPERVISOR I
MAILING SERVICES SUPERVISOR II
MEDICAL INSURANCE ASSOCIATE
MEDICAL INSURANCE REPRESENTATIVE

MEDICAL INSURANCE SPECIALIST
MEDICAL OFFICE ASSISTANT
MEDICAL OFFICE ASSOCIATE
MEDICAL OFFICE COORDINATOR
MEDICAL OFFICE SPECIALIST
MEDICAL TRANSCRIPTIONIST I
MEDICAL TRANSCRIPTIONIST II
MEDICAL TRANSCRIPTIONIST III
MEDICAL TRANSCRIPTIONIST IV
OFFICE ADMINISTRATOR
OFFICE MANAGER
OFFICE SUPPORT ASSISTANT
OFFICE SUPPORT ASSOCIATE
OFFICE SUPPORT SPECIALIST
OPERATIONS CLERK
PARALEGAL ASSISTANT
PATIENT SERVICES SPECIALIST
PAYROLL CLERK
PAYROLL SPECIALIST I
PAYROLL SPECIALIST II
PAYROLL SPECIALIST III
POLICE TELECOMMUNICATOR
POLICE TELECOMMUNICATOR SUPERVISOR
PUBLIC HEALTH RESPONSE SPECIALIST
REIMBURSEMENT CODING COORDINATOR
REIMBURSEMENT CODING REPRESENTATIVE
REIMBURSEMENT CODING SPECIALIST

RETAIL ASSISTANT MANAGER

RETAIL ASSOCIATE

RETAIL SUPERVISOR

ROUTING DISPATCHER I

ROUTING DISPATCHER II

ROUTING DISPATCHER III

SENIOR TOOL ROOM ATTENDANT

SERVICE OFFICE SUPERVISOR

SHIPPING/RECEIVING CLERK

STATISTICAL CLERK

STOREKEEPER I

STOREKEEPER II

STOREKEEPER III

STORES SUPERVISOR

TELEPHONE OPERATOR I

TELEPHONE OPERATOR II

TELEPHONE OPERATOR III

TICKET SALES ASSISTANT

TICKET SALES SUPERVISOR

TOOL ROOM ATTENDANT

TOOL ROOM SUPERVISOR

TRANSPORTATION CLERK