



CLERICAL POSITION DESCRIPTIONS

Sorted by Class, by Family

159

Executive Assistant to the
Superintendent

151

Executive Assistant to the
Deputy Superintendent

151

Educational Innovation &
Support Executive Assistant

150

Lead Department
Automation Specialist

145

Administrative Assistant

142

Department Automation
Specialist

137

Bilingual Program
Assistant

136

Program Assistant

130

Bilingual Office Assistant

129

Office Assistant

129

Receptionist

[Click on job title to view job description](#)



Salary Range



Classified



Confidential



Supervisory



Classified
Unrepresented

10/13/2025