

**G3A – ADMINISTRATIVE ASSISTANT  
October 30, 2000**

Title/Class Code	Education and Experience	Substitutions
<b>ADMINISTRATIVE ASSISTANT INTERN</b>  <b>G3A1IX</b>	None Some jobs require typing.	None
<b>ADMINISTRATIVE ASSISTANT I</b>  <b>G3A2TX</b>	One year general clerical experience. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.
<b>ADMINISTRATIVE ASSISTANT II</b>  <b>G3A3XX</b>	Two years of general clerical experience. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.
<b>ADMINISTRATIVE ASSISTANT III</b>  <b>G3A4XX</b>	Three years of general clerical experience. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.
<b>OFFICE MANAGER I</b>  <b>G3A5XX</b>	Four years of general clerical experience which must have included one year at the level of Administrative Assistant III. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.
<b>OFFICE MANAGER II</b>  <b>G3A6XX</b>	Five years of general clerical experience which must have included two years at the level of Administrative Assistant III. Some jobs require typing.	College, university or non-correspondence business school course work may substitute for experience on a year for year basis.