

**North Carolina State University**  
**Administrative Support Crosswalk**

***Administrative Support Associate:***

<b>Job Code</b>	<b>Current Job Title</b>	<b>Grade</b>
0402	Office Assistant II	54
0439	Processing Assistant II	54
0490	Library Clerk III	57
0403	Office Assistant III	57
0440	Processing Assistant III	57
0427	Administrative Secretary I	58
0417	Lead Worker III	58
0404	Office Assistant IV	59
0441	Processing Assistant IV	59
0406	Program Assistant IV	59
0436	Public Information Assistant IV	59
0561	Word Processor IV	59
0428	Administrative Secretary II	60
0409	Administrative Services Assistant V	61
0400	Office Assistant V	61
0429	Administrative Secretary III	62
0426	Lead Worker V	62

***Administrative Support Specialist:***

<b>Job Code</b>	<b>Current Job Title</b>	<b>Grade</b>
2285	Information Processing Assistant I	59
0470	Accounting Clerk IV	59
0126	Accounting Technician I	59
0492	Medical Records Assistant IV	59
0506	Patient Relations Representative IV	59
0511	Payroll Clerk IV	59
0537	Personnel Assistant IV	59
0408	Student Services Assistant IV	59
0127	Accounting Technician II	61
2288	Information Processing Assistant II	61
0496	Medical Records Assistant V	61
0509	Patient Relations Representative V	61
0512	Payroll Clerk V	61
0540	Personnel Assistant V	61
0442	Processing Assistant V	61
0410	Program Assistant V	61
0437	Public Information Assistant V	61
0415	Student Services Assistant V	61
0438	Information Processing Technician	63
0138	Ticket Manager	65

***Executive Assistant:***

<b>Job Code</b>	<b>Current Job Title</b>	<b>Grade</b>
0430	Executive Assistant I	64
0431	Executive Assistant II	66

Note: Administrative Assistant I, II, and III's will be placed in the appropriate Administrative Support band on a case-by-case basis.