

**OFFICE ASSISTANT (GENERAL)
JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: March 5-7, 2002

Collective Bargaining Identification: R04

Job Analysis Conducted By: Marian Dilley, Staff Services Manager I
Personnel Examining
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Number of Incumbents: There are 178 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated December 2001.