

**OFFICE ASSISTANT (TYPING)  
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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Office of Workforce Planning and Selection

**Number of Incumbents:** There are 1536 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated December 2001.