

WASHINGTON STATE UNIVERSITY
 TEMPORARY EMPLOYMENT CLASSIFICATION AND COMPENSATION PLAN
 EFFECTIVE JANUARY 1, 2017

<u>TYPE OF WORK</u>	<u>TITLE CODES</u>	<u>WAGE RATES</u>	
		<u>Min. Rate</u>	<u>Max. Rate</u>
<u>CLERICAL ASSISTANT</u> – Performs clerical support tasks.			
LEVELS:			
I	Duties are routine and repetitive in nature as detailed by supervisor’s instructions. Duties may include receptionist tasks (i.e., answering and routing phone calls, receiving and directing visitors to the proper personnel, etc.), retail selling, simple filing, shelving books or stocking shelves, typing or word processing, scheduling and handing out media equipment, and assisting lecturer clerically in preparing for coursework.	8001	\$ 11.00 \$ 14.37
II	Duties require exercising judgment under general supervision, as well as applying skill or knowledge of bookkeeping, cash handling, inventory procedures, library rules, word processing, shorthand, data entry, and equipment operation and minor maintenance/repair of media materials.	8002	\$ 11.00 \$16.46
III	Duties require independent judgment, including directing work of subordinates and/or performing complex clerical duties. Tasks may involve interpretation of university policies or regulations and/or administration of a project/program requiring specialized knowledge.	8003	\$ 11.00 \$ 18.56