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Office Assistant Study Guide - State of California

Definition. Under supervision, to make independently the less difficult studies or to assist others in making major studies of the

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accounting systems and financial organization, policies, procedures, and practices of State agencies and to prepare reports containing recommendations; and to do other related work.

Assistant Administrative Analyst (Accounting Systems ...

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Senior Administrative Analyst Information Guide

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Assistant Administrative Analyst I-II

Position Description This is the entry, developmental and first (Specialist) working level in the series. While in a trainee capacity, incumbents work under close supervision and learn to perform a variety of technical and analytical business service activities.

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