

BUSINESS SERVICE ASSISTANT (SPECIALIST)
Minimum Qualification Definitions
Office Assistant (General), Range B and Management Services Assistant

Qualifying Experience for Pattern 1

California State Service Classifications comparable to those of an **Office Assistant (General), Range B:**

1. Account Clerk 2
2. Accounting Technician
3. Benefit Program Specialist (CALPERS)
4. Legislative Clerk, Range B
5. Disaster Worker Clerical Services (Various Disasters)
6. Information Systems Technician, Range B
7. Key Data Operator, Range B
8. Management Services Technician
9. Motor Vehicle Assistant
10. Motor Vehicle Field Representative
11. Personnel Selection Technician
12. Service Assistant (DMV Operations)
13. Motor Vehicle Technician
14. Program Technician
15. Senior Motor Vehicle Technician
16. Tax Program Assistant, Range C
17. Tax Technician 1, Board of Equalization
18. Mailing Machines Operator 1
19. Office Assistant (Typing), Range B
20. Word Processing Technician
21. Stock Clerk

Qualifying Experience for Pattern 1

California State Service Classifications Comparable to those of a **Management Services Assistant:**

1. Agricultural Marketing Technician
2. Aquatic Pest Control Technician, Department of Boating and Waterways, Range B
3. Copyholder
4. Junior Engineering Technician
5. Legislative Clerk, Range A
6. Mineral Resources Engineering Technician 1
7. Oil and Gas Technician 1
8. Printing Trades Assistant 1
9. Safety Engineering Technician
10. Sanitary Engineering Technician Trainee
11. Small Business Assistant 1
12. Stenographer