

Department of
Infrastructure
Administrative Career
Ladder

Career Ladder	Title	Salary Grade	Criteria
Admin Tech	Administrative Tech. I	16	No longer used.
	Administrative Tech. II	18	
	Administrative Tech. III	20	Basic proficiency utilizing Department of Infrastructure computer systems and basic proficiency in permit intake and processing, under close supervision.
	Administrative Tech. IV	21	Thorough proficiency utilizing Department of Infrastructure computer systems and thorough proficiency in permit intake and processing, under minimal supervision.
Career Ladder	Title	Salary Grade	Criteria
Office Administrator	Sr. Office Administrator	25	
	Sr. Office Administrator II	26	Thorough knowledge of office administration and purchasing procedures. Management and internal and external customer service experience.