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*Located in Kansas City, Missouri, Chief of Staff Kansas City is a certified WBE, and provider of temporary and contract personnel in the areas of administrative, financial and legal support sectors.*

## U.S. General Services Administration Authorized Federal Supply Schedule Pricelist

*Last update February 2016*

### Schedule 736 Temporary Administrative and Professional Staffing Services (TAPS)

SIN 1 Administrative Support and Clerical Operations  
SIN 5 Technical and Professional Occupations

#### **CONTRACT NUMBER: GS-02F-011DA**

CONTRCAT PERIOD: December 21, 2015 through December 20, 2020

For more information about placing an order, visit <http://www.gsa.gov/tempservices>. Terms and Conditions, and the option to create an electronic delivery order are available through GSA eBuy at <https://www.ebuy.gsa.gov>.

To place an order for temporary services in a disaster situation and learn more about the GSA Disaster Recovery Purchasing Program, go to the Disaster Relief section on *GSA Advantage!* at <http://www.gsaadvantage.gov>.

Business Size: Woman-Owned Small Business

Hourly Rates: All hourly rates shown firm-fixed price.

### **PRICING INFORMATION PER LABOR CATEGORY**

<b>736-1 Administrative Support and Clerical Operations</b>		
Job Title / Skill Category	Regular Hourly Pay Rate	Overtime Hourly Pay Rate
Accounting Clerk I	<b>\$25.27</b>	<b>\$37.91</b>
Accounting Clerk II	<b>\$28.43</b>	<b>\$42.65</b>
Accounting Clerk III	<b>\$34.75</b>	<b>\$52.13</b>
Administrative Assistant/Office Manager	<b>\$39.48</b>	<b>\$59.22</b>
Data Entry Operator I	<b>\$22.11</b>	<b>\$33.17</b>
Data Entry Operator II	<b>\$25.27</b>	<b>\$37.91</b>
Document Preparation Clerk	<b>\$25.27</b>	<b>\$37.91</b>
Duplicating Machine Operator	<b>\$20.53</b>	<b>\$30.80</b>

General Clerk I	\$18.95	\$28.43
General Clerk II	\$22.11	\$33.17
General Clerk III	\$25.27	\$37.91
Legal Secretary I	\$24.06	\$36.09
Legal Secretary II	\$27.27	\$40.91
Legal Secretary III	\$32.09	\$48.14
Order Clerk I	\$25.27	\$37.91
Order Clerk II	\$28.86	\$43.29
Personnel Assistant I	\$25.27	\$37.91
Personnel Assistant II	\$30.01	\$45.02
Personnel Assistant III	\$33.96	\$50.94
Procurement Clerk	\$32.09	\$48.14
Receptionist – Switchboard Operator	\$22.11	\$33.17
Secretary I	\$22.91	\$34.37
Secretary II	\$25.27	\$37.91
Secretary III	\$36.32	\$54.48
Word Processor I	\$24.41	\$36.62
Word Processor II	\$26.85	\$40.28
Word Processor III	\$30.80	\$46.20

### 736-5 Technical and Professional Occupations

Job Title / Skill Category	Regular Hourly Pay Rate	Overtime Hourly Pay Rate
Accounting Clerk I	\$34.70	\$52.05
Accounting Clerk II	\$42.42	\$63.63
Accounting Clerk III	\$50.13	\$75.20
Contract Specialist	\$35.29	\$52.94
Financial Analyst I	\$43.48	\$65.22
Financial Analyst II	\$77.12	\$115.66
Market Research Analyst	\$39.13	\$58.68
Marketing Assistant	\$27.27	\$40.91
Paralegal/Legal Assistant I	\$31.59	\$47.39
Paralegal/Legal Assistant II	\$39.48	\$59.22
Paralegal/Legal Assistant III	\$48.96	\$73.44
Paralegal/Legal Assistant IV	\$60.30	\$90.45

## INFORMATION FOR ORDERING ACTIVITIES

1. **Maximum Order:** \$100,000.00 USD per SIN
2. **Minimum Order:** \$100.00 USD per SIN, unless contractor agrees to accept a smaller order amount.
3. **Geographic Coverage:** CONUS, specializing in the Kansas City metro and surrounding areas (30 miles)

4. **Discount Terms:** 1% 10 days, net 30
5. **Government Purchase Card:** Government purchase cards are accepted below and above the micro-purchase threshold.
6. **Quantity Discounts:** None
7. **Delivery Time:** 5 days
  - a. **Urgent Requirements:** Expedited delivery exception in disaster or emergency situations. Contact the contractor to discuss faster delivery.
8. **Ordering Address:** Chief of Staff Kansas City, 601 East 63rd Street, Suite 434, Kansas City, MO 64110  
TAX ID # 45-3686535
9. **Payment Address:** Chief of Staff Kansas City, 601 East 63rd Street, Suite 434, Kansas City, MO 64110  
TAX ID # 45-3686535
10. **DUNS:** 078457763
11. **CAGE CODE:** 7AJA0

## POSITION DESCRIPTIONS

Job descriptions for the positions listed on the price list are as follows. The number of years of experience and educational level required for the position are indicated next to the position. The SCA equivalent job codes are also listed for easy cross reference to available positions within the governmental entity.

736-1 Administrative Support and Clerical Operations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Accounting Clerk I	<p>This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures.</p> <p>This position can provide basic support and general assistance for payroll, accounts receivable, accounts payable, and billing. Specific tasks/duties are assigned under adequate supervision.</p> <p>Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.</p>	01011	High School	1 year

736-1 Administrative Support and Clerical Operations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Accounting Clerk II	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. This position can provide advanced support and general management and assistance for payroll, accounts receivable, accounts payable, and billing working closely with management. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.	01012	BS/BA degree	2 years
Accounting Clerk III	This position maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. This position can manage support and assistance for payroll, accounts receivable, accounts payable, and billing. Additional typical duties include any of the following: 1.) Reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) Analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.	01013	BS/BA degree	4 years
Administrative Assistant/Office Manager	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.	01020	BS/BA degree	5 years

736-1 Administrative Support and Clerical Operations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Data Entry Operator I	This position operates keyboard-controlled data entry devices such as a computer, key operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.	01051	High School	1 year
Data Entry Operator II	This position operates keyboard-controlled data entry devices such as a computer, key operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I. Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.	01052	High School	3 years
Document Preparation Clerk	This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.	01070	High School	0 years

736-1 Administrative Support and Clerical Operations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Duplicating Machine Operator	This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.	01090	High School	0 years
General Clerk I	This position follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine). This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.	01111	High School	0 years
General Clerk II	This position follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine). This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.	01112	High School	1 year

**736-1 Administrative Support and Clerical Operations**

Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
General Clerk III	<p>Follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine). This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.</p>	01113	BS/BA degree	1 year
Legal Secretary I	<p>Performs secretarial and administrative duties for an attorney or legal team. Responsibilities will include typing letters, memos, basic internet research, reports, answering phones, and filing. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.</p>	30361	High School	1 year

736-1 Administrative Support and Clerical Operations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Legal Secretary II	Performs secretarial and administrative duties for an attorney or legal team. Responsibilities will include typing letters, memos, reports, internet research, answering phones, and filing. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.	30362	High School	3 years
Legal Secretary III	Performs secretarial and administrative duties for an attorney or legal team. Responsibilities will include typing letters, memos, internet research, reports, answering phones, and filing. Requires a high school diploma with at least 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish tasks. Performs a variety of complicated duties. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.	30363	BS/BA degree	5 years
Order Clerk I	The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders. This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job. This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.	01191	High School	0 years

**736-1 Administrative Support and Clerical Operations**

Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Order Clerk II	In addition to the duties of the Order Clerk I, this position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.	01192	High School	3 years
Personnel Assistant I	This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited aspects of personnel professionals' work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third party benefit vendors. Excluded are workers who primarily compute and process payrolls. This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.	01261	High School	1 year

**736-1 Administrative Support and Clerical Operations**

Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Personnel Assistant II	<p>This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited aspects of personnel professionals' work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third party benefit vendors. Excluded are workers who primarily compute and process payrolls. This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher level personnel office employees. Work may be checked occasionally.</p>	01262	High School	3 years
Personnel Assistant III	<p>This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.</p>	01263	BS/BA degree	2 years

736-1 Administrative Support and Clerical Operations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Procurement Clerk	With supervision this position creates purchase orders for the acquisition of materials. Additional duties can include: researches, interviews, and negotiations with suppliers to obtain prices and specifications. Can provide routine administrative support. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Reports to a manager. A wide degree of creativity and latitude is to be expected.	01410	High School	2 years
Receptionist – Switchboard Operator	This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.	01460	High School	1 year
Secretary I	This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings. Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The Secretary I performs varied duties including or comparable to the following: Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms. Reviews materials prepared for supervisors such as: time and leave records, office equipment listings, correspondence controls, training plans, etc. Requisitions supplies, printing, maintenance, or other services, types, takes and transcribes dictation, and establishes and maintains office files.	01311	High School	2 years

**736-1 Administrative Support and Clerical Operations**

Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Secretary II	<p>This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor. The position will handle differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:</p> <ul style="list-style-type: none"> <li>Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;</li> <li>Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;</li> <li>Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;</li> <li>Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff; e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.</li> </ul>	01312	High School	5 years

**736-1 Administrative Support and Clerical Operations**

Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Secretary III	<p>This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues. Secretary III uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs. The Secretary III advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)</p>	01313	BS/BA degree	10 years

736-1 Administrative Support and Clerical Operations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Word Processor I	This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.	01611	High School	1 year
Word Processor II	This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network along with specialized knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:  a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations. b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.  Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.	01612	BS/BA degree	2 years
Word Processor III	This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network along with specialized knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to produce a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. This position requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.	01613	BS/BA degree	3 years

736-5 Technical and Professional Occupations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Accounting Clerk I	Responsible for completion and maintenance of general ledgers and financial reports. May require a bachelor's degree in accounting and 1-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	01011	Associate of Applied Science	1 year
Accounting Clerk II	Responsible for completion and maintenance of general ledgers and financial reports. May require a bachelor's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	01012	BS/BA degree	3 years
Accounting Clerk III	Responsible for completion and maintenance of general ledgers and financial reports. Requires a bachelor's degree in accounting, and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.	01013	BS/BA degree	7 years
Contract Specialist	Aids in the preparation of contractual provisions and the general administration of contract proposals. Assist with preparing bids and negotiating specifications and contractual provisions to guidance and or parameters provided by supervision. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision; typically reports to a manager.	01410	BS/BA degree	1 year
Financial Analyst I	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, and reports. Creates monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of supporting tasks. A limited degree of creativity and latitude is expected. Typically reports to the Financial Analyst II.	No comparable SCA class	BS/BA degree	3 years

736-1 Administrative Support and Clerical Operations				
Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Financial Analyst II	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.	No comparable SCA class	CPA	7 years
Market Research Analyst	Serves in a variety of general marketing practices. Tasks may include, but are not limited to: Collecting and analyzing data to evaluate existing and potential product/service markets, identifying and monitoring competitors and researches market conditions or changes in the industry that may affect sales, competitive database and SEO research. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field and has experience working for or with marketing agency personnel. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	99260	BS/BA degree	3 years
Marketing Assistant	Coordinates and assists with the marketing activities of a product or business line which may include advertising, direct mailing, email campaigns, customer relationship management and related software programs, printing, customer events, and trade shows. Requires a bachelor's degree with 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.	99260	BS/BA degree	1 year
Paralegal/Legal Assistant I	Works under close supervision with required assistance readily available. Persons in this position typically perform the following: <ul style="list-style-type: none"> <li>• Consult prescribed sources of information for facts relating to matters of interest to the program;</li> <li>• Review documents to extract selected data and information relating to specific items;</li> <li>• Review and summarize information in prescribed format on case precedent and decisions;</li> <li>• Search legal references in libraries and computer-data banks;</li> <li>• Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.</li> </ul>	30361	High school	1 year

**736-1 Administrative Support and Clerical Operations**

Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Paralegal/Legal Assistant II	<p>At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:</p> <ul style="list-style-type: none"> <li>• Reviews case materials to become familiar with questions under consideration;</li> <li>• Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;</li> <li>• Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;</li> <li>• Interviews potential witnesses and prepares summary interview reports for the attorney's review;</li> <li>• Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;</li> <li>• Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;</li> <li>• Verifies citations and legal references on prepared legal documents;</li> <li>• Prepares summaries of testimony and depositions;</li> <li>• Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.</li> </ul>	30362	Associate of Applied Science	4 years
Paralegal/Legal Assistant III	<p>At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:</p> <ul style="list-style-type: none"> <li>• Analyzes and evaluates case files against litigation worthiness standards;</li> <li>• Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;</li> <li>• Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;</li> <li>• Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;</li> <li>• Interviews relevant personnel and potential witnesses to gather information;</li> <li>• Reviews and analyzes relevant statistics;</li> <li>• Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;</li> <li>• Consults with statistical experts on reliability evaluations;</li> <li>• May testify in court concerning relevant data.</li> </ul>	30363	Associate of Applied Science	6 years

**736-1 Administrative Support and Clerical Operations**

Job Title	Functional Responsibility	SCA Code	Min. Degree Required	Min. Years of Service Required
Paralegal/Legal Assistant IV	<p>At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:</p> <ul style="list-style-type: none"> <li>• Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;</li> <li>• Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;</li> <li>• Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;</li> <li>• Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;</li> <li>• Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;</li> <li>• Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;</li> <li>• Interviews potential witnesses for information and prepares witnesses for court appearances;</li> <li>• Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;</li> <li>• Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;</li> <li>• May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.</li> </ul>	30364	Associate of Applied Science	7 years