Ardelle Associates/AA Temps

Bringing Efficiency to Government

GS-07-F0005N

Small Veteran-Owned

Services

Administrative Support and Clerical Services –736-1
Automatic Data Processing Services – 736-2
Information and Arts Occupations –736-4
Technical and Professional Services –736-5

Period of Performance: October 1st, 2007 – September 30th, 2012

CALL US TODAY
FOR MORE INFORMATION

Please contact **Art Forcey**

DC Office: (202) 872-0900 VA Office: 703-642-9050
Fax: (703) 642-2928 Email: aforcey@ardelle.com

Ardelle Associates/AA Temps

Bringing Efficiency to Government

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICES
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to date-pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage is http://www.gsaadvantage.gov.

SCHEDULE TITLE: 736 – Temporary Administrative and Professional Staffing Services (TAPS)

FSC Group: 736

Contract No. GS-07F-0005N

Contract Period: October 1st, 2007 through September 30th, 2012

Contractor: Ardelle Associates/AA Temps
7002N Little River Turnpike
Annandale VA 22003
Phone Number: 703-642-9050
Fax Number 703-642-2846
E-Mail: aforcey@ardelle.com
Website: aforcey@ardelle.com

CONTRACTOR'S ADMINISTRATION SOURCE: Art Forcey, Vice President

Email: aforcey@ardelle.com

CONTRACTOR'S SOURCE FOR ORDERS/RFP/RFQ: Art Forcey, Vice President

Email: aforcey@ardelle.com

BUSINESS SIZE: SBA Small Veteran Owned Company

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs) SIN DESCRIPTION

736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-4	Information and Arts Occupations
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: Not Applicable

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERICAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY, AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: $100,000 per SIN

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: The geographic scope of the contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and all U.S. Government installations and/or agencies abroad.

5. POINT(S) OF PRODUCTION: Not Applicable

6. DISCOUNT FROM LIST PRICES: Not Applicable

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERM: 1% Discount Net 15

9a. Government Purchase Cards are accepted at or above the micropurchase threshold:

9b. Government Purchase Cards are accepted above the micropurchase threshold:

10. FOREIGN ITEMS: Not Applicable

11a. TIME OF DELIVERY: Not Applicable

11b. EXPEDIATED DELIVERY: Not Applicable

11c. OVERNIGHT AND 2-DAY DELIVERY: Not Applicable

11d. URGENT REQUIREMENTS: Call Contractor to request expedited delivery

12. FOB POINT: Not Applicable

13. ORDERING ADDRESS:
7002N Little River Turnpike
Annandale, VA 22003
Phone Number: 703-642-9050
Fax Number: 703-642-2846
Email Address : aforcey@ardelle.com

14. PAYMENT ADDRESS:
7002N Little River Turnpike
Annandale, VA 22003
Phone Number: 703-642-9050
Fax Number: 703-642-2846
Email Address : aforcey@ardelle.com

15. WARRENTY PROVISION: Not Applicable

16. EXPORT PACKING CHARGES: Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Call Contractor

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION: Not Applicable

20a. TERMAS AND CONDITOINS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE: LISTS AND ANY DISCOUNTS FROM LIST PRICES: Not Applicable

20b. TERSM AND CONDITIONS FOR ANY OTHER SERVICES: Not Applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS: Not Applicable

22. LIST OF PARTICIPATING DEALERS: Not Applicable

23. PREVENTIVE MAINTENANCE: Not Applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES: Not Applicable

24b. SECTION 508 COMPLIANCE FOR EIT: Not Applicable

25. DUNS NUMBER: 18-118-5570

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor as an active registration in the CCR and ORCA data base.

Ardelle Associates/AA Temps

Bringing Efficiency to Government

TOTAL NET GSA PRICE LIST

Prices valid for geographic scope of 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and all U.S. Government installations and/or agencies abroad.

SKILL CATEGORY	TOTAL HOURLLY NET GSA PRICE
Administrative Support and Clerical Services –736-1	
Accounting Clerk I	**$26.01**
Accounting Clerk II	**$28.90**
Accounting Clerk III	**$35.90**
Administrative Clerk I	**$25.97**
Administrative Clerk II	**$28.17**
Administrative Clerk III	**$33.50**
Administrative Clerk IV	**$48.84**
Audit Clerk I	**$26.18**
Audit Clerk II	**$28.90**
Audit Clerk III	**$35.90**
Clerical Secretary I	**$31.54**
Clerical Secretary II	**$35.01**
Clerical Secretary III	**$43.73**
Duplicating Machine Operator	**$26.44**
Executive Secretary I	**$35.01**
Executive Secretary II	**$43.73**
Executive Secretary III	**$48.84**
General Clerk I	**$25.97**
General Clerk II	**$28.17**
General Clerk III	**$33.50**
General Clerk IV	**$48.84**
Legal Secretary I	**$31.54**
Legal Secretary II	**$35.01**
Legal Secretary III	**$43.73**
Legal Secretary IV	**$48.84**
Medical Secretary I	**$31.54**
Medical Secretary II	**$35.01**
Medical Secretary III	**$43.73**
Medical Secretary IV	**$48.84**
Production Control Clerk	**$38.65**
Receptionist I	**$30.10**
Switchboard Operator-Receptionist II	**$28.17**
Switchboard Operator-Receptionist III	**$33.50**
Travel Clerk I	**$24.43**
Travel Clerk II	**$25.92**
Travel Clerk III	**$27.53**
Word Processor I	**$26.44**
Word Processor II	**$30.25**
Word Processor III	**$35.41**

Automatic Data Processing Services – 736-2	
Computer Operator I	**$33.03**
Computer Operator II	**$36.47**
Computer Operator III	**$40.18**
Computer Operator IV	**$44.20**
Computer Operator V	**$48.49**
Computer Programmer I	**$43.79**
Information and Arts Occupations –736-4	
Desk Clerk	**$22.14**
Librarian I	**$52.16**
Librarian II	**$57.01**
Librarian III	**$59.33**
Technical and Professional Services –736-5	
Attorney I	**$65.56**
Attorney II	**$69.50**
Attorney III	**$86.06**
Audit Support I	**$43.48**
Audit Support II	**$58.53**
Audit Support III	**$68.59**
Budget Analyst I	**$35.15**
Budget Analyst II	**$41.82**
Budget Analyst III	**$53.53**
Contract Administrator I	**$40.15**
Contract Administrator II	**$56.86**
Contract Administrator III	**$75.28**
Desktop Publisher I	**$26.77**
Executive Secretary IV	**$52.71**
Procurement Specialist I	**$27.61**
Procurement Specialist II	**$33.44**
Procurement Specialist III	**$40.15**
Senior Accountant I	**$53.37**
Senior Accountant II	**$68.84**
Staff Accountant I	**$37.47**
Staff Accountant II	**$41.31**
Staff Accountant III	**$49.90**
Paralegal/Legal Assistant I	**$37.43**
Paralegal/Legal Assistant II	**$45.42**
Paralegal/Legal Assistant III	**$54.60**
Paralegal/Legal Assistant IV	**$65.24**

Job Descriptions

Accounting Clerk I (SIN 736 1)
Performs administrative and accounting activities such as photocopying, data entry, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 0-1 years of experience in the field or in a related area. Has some knowledge of commonly-used concepts, practices, and procedures within a particular field. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Accounting Clerk II (SIN 736 1)
Performs administrative and accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 2-5 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 experiences and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Accounting Clerk III (SIN 736 1)
Performs daily adminstrative and accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with at least 5 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. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Administrative Clerk I (SIN 736 1)
Performs routine clerical duties, such as maintaining correspondence, cards, invoices, and other indexed records arranged in a file according to an established system. Requires a high school diploma or its equivalent with 0-2 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.

Administrative Clerk II (SIN 736 1)
Performs routine clerical duties, such as maintaining correspondence, cards, invoices, and other indexed records arranged in a file according to an established system. Requires a high school diploma or its equivalent 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 goals. Performs a variety of complicated tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required

Administrative Clerk III (SIN 736 1)
Performs routine clerical duties, such as maintaining correspondence, cards, invoices, and other indexed records arranged in a file according to an established system. Requires a high school diploma or its equivalent with 4-6 years of experience in the field or in a related area. Expert in standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Can work independently; typically reports to a supervisor or manager. Creativity and latitude is required.

Administrative Clerk IV (SIN 736 1)
Usually the most senior administrative clerk of the project and performs complex clerical duties, such as creating correspondence, cards, invoices, and other indexed records arranged in a file according to an established system. Requires a high school diploma or its equivalent with more than 7 years of experience in the field or in a related area. Expert in standard concepts, practices, and procedures within a particular field. Firm grasp of some computer applications required. Performs a variety of complicated tasks. Works independently. Creativity and latitude is required.

Attorney I (SIN 736 5)
Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization and participates in major legal actions. Must be a graduate of an accredited law school with 0-3 years of experience

Attorney II (SIN 736 5)
Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization and participates in major legal actions. Must be a graduate of an accredited law school with 2-5 years of experience and admitted into the state bar.

Attorney III (SIN 736 5)
Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization and participates in major legal actions. Must be a graduate of an accredited law school with 5-8 years of experience and admitted into the state bar.

Audit Clerk I (SIN 736 1)
Assists with auditing functions and tasks as assigned.. Requires a high school diploma or its equivalent with 0-1 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.

Audit Clerk II (SIN 736 1)
Reviews and assists with audits. Maintains all audit records. Requires a high school diploma or its equivalent with 2-5 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 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.

Audit Clerk III (SIN 736 1)
Assists with the direction and guidance of other Audit Clerks. Assignments do not include information systems auditing. May require a bachelor's degree with at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to manager.

Audit Support I (SIN 736 5)
Oversees the auditing of the accounting and financial data of various departments within an organization. A level I support personnel is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree or its equivalent. Relies on experience and judgment to plan and accomplish goals. Supervises a staff of analysts/clerks and typically reports to the auditing manager.

Audit Support II (SIN 736 5)
Oversees the auditing of the accounting and financial data of various departments within an organization. A level II support personnel has authority for personnel actions and oversees most day to day operations. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Audit Support III (SIN 736 5)
Oversees the auditing of the accounting and financial data of various departments within an organization. A level III support personnel has full authority and may be considered to take on ownership of the work and project. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Budget Analyst I (SIN 736 5)
Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Requires a bachelor's degree and 0-3 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.

Budget Analyst II (SIN 736 5)
Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Requires a bachelor's degree and 2-5 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. A certain degree of creativity and latitude is required.

Budget Analyst III (SIN 736 5)
Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Requires a bachelor's degree and at least 5 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.

Clerical Secretary I (SIN 736 1)
Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 0-2 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.

Clerical Secretary II (SIN 736 1)
Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. 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 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.

Clerical Secretary III (SIN 736 1)
Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 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. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Computer Operator I (SIN 736 2)
Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 0-3 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 project leader or manager.

Computer Operator II (SIN 736 2)
Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 2-5 years of experience as a computer operator. 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 project leader or manager. A certain degree of creativity and latitude is required.

Computer Operator III (SIN 736 2)
Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and at least 5 years of experience as a computer operator. 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 directly to an project lead or manager. A wide degree of creativity and latitude is expected.

Computer Operator IV (SIN 736 2)
Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equiptment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and at least 5-8 years of experience as a computer operator. Working Knowledge 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 directly to an project lead or manager. A wide degree of creativity and latitude is expected.

Computer Operator V (SIN 736 2)
Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output of machine stoppage. May require an associate's degree or its equivalent and at least over 8 years of experience as a computer operator. Considered an expert 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 directly to an management
or executive team. A wide degree of creativity and latitude is expected.

Computer Programmer I (SIN 736 2)
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. May require a bachelor's degree in a related area and 0-3 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 project leader or manager.

Computer Programmer II (SIN 736 2)
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. May require a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with relational database concepts, and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Computer Programmer III (SIN 736 2)
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's client/server software applications. May require a bachelor's degree in a related area and at least 5 years of experience in the field or in a related area. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Computer Systems Analyst I (SIN 736 2)
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May require a bachelor's degree in a related area and 0-3 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 project leader or manager.

Computer Systems Analyst II (SIN 736 2)
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. May require a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with relational databases and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Computer Systems Analyst III (SIN 736 2)
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Requires a bachelor's degree in a related area and at least 5 years of experience in the field or in a related area. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Contract Administrator I (SIN 736 5)
Aids in the preparation of contractual provisions and the administration of contract proposals. Requires a bachelor's degree in accounting, finance, contract administartion or other related field and 1-2 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 manager.

Contract Administrator II (SIN 736 5)
Aids in the preparation of proposals, contract negotiations, and commercial and government contractsadministration in accordance with company policies and legal requirements of contractual provisions and the administration of contract proposals. Requires a bachelor's degree in accounting, finance, contract administartion or other related field and more than 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 limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Contract Administrator III (SIN 736 5)
Prepares proposals, negotiates contracts, and administers commercial and government contracts in accordance with company policies and legal requirements. Able to handle full “craddle to grave” contract support. This included everything from contract creation, awards, and close-outs. Requires a bachelor's degree in accounting, finance, contract administartion or other related field and at least 5 years of experience in the field. Expert in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

Desk Clerk (SIN 736 4)
Performs routine clerical duties, such as maintaining correspondence, cards, invoices, and other indexed records arranged in a file according to an established system. Requires a high school diploma or its equivalent with 0-2 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.

Desktop Publisher (SIN 736 5)
Completes assignments involving word processing, including page layouts, charts and computer graphics utilizing desktop publishing equipment and integrated software packages. May require an associate's degree in a related area and 0-2 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.

Duplicating Machine Operator (SIN 736 1)
Operates a photocopy machine to complete assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. May perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies. Requires a high school diploma or its equivalent with 0-2 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.

Executive Secretary I (SIN 736 1)
Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Requires an associate's degree or its equivalent with 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. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Executive Secretary II (SIN 736 1)
Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Requires an associate's degree or its equivalent with 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 goals. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Executive Secretary III (SIN 736 1)
Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle office management tasks to ensure office operates efficeintly. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Requires a bachelor's degree or its equivalent with with 6-8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Reports to an executive. A wide degree of creativity and latitude is expected.

Executive Secretary IV (SIN 736 -5)
Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle office management tasks to ensure office operates efficeintly. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office Requires a bachelor's degree or its equivalent with more than 8 years experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Reports to an executive. A wide degree of creativity and latitude is expected.

General Clerk I (SIN 736 1)
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with 0-2 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.

General Clerk II (SIN 736 1)
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent 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 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.

General Clerk III (SIN 736 1)
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent 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 goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

General Clerk IV (SIN 736 1)
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with at least 7 years of experience in the field or in a related area. Expert in 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. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Key Entry Operator I (SIN 736 1)
Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with 0-3 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.

Key Entry Operator II (SIN 736 1)
Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with 2-5 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 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.

Key Entry Operator III (SIN 736 1)
Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with at least 5 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. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Legal Secretary I (SIN7361)
Performs secretarial and administrative duties for an attorney. Familiar with Legal terminology to support attorney and office. Requires a high school diploma or its equivalent and 2-3 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; typically reports to an attorney.

Legal Secretary II (SIN 736 1)
Performs secretarial and administrative duties for an attorney. Familiar with Legal terminology to support attorney and office. Requires a high school diploma or its equivalent and 3-5 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; typically reports to an attorney.

Legal Secretary III (SIN 736 1)
Performs secretarial and administrative duties for an attorney. Familiar with Legal terminology to support attorney and office. Requires an associate's degree or its equivalent and 5-7 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Works independently to perform the functions of the job. Typically reports to a senior attorney.

Legal Secretary IV (SIN 736 1)
Performs secretarial and administrative duties for an attorney. Familiar with Legal terminology to support attorney and office. Requires an associate's degree or its equivalent and more than 7 years of experience in the field or in a related area. Has expert knowledge of commonly-used concepts, practices, and procedures within a particular field. Works independently to perform the functions of the job. Typically reports to a seniorattorney.

Librarian I (SIN 736 4)
Maintains library collections of books, serial publications, documents, audiovisual, and other materials, and assists groups and individuals in locating and obtaining materials. May require a bachelor's degree or its equivalent in library science and 0-2 years experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experiences and judgment to plan and accomplish goals. Performs a limited tasks. A certain degree of creativity and latitude is required.

Librarian II (SIN 736 4)
Maintains library collections of books, serial publications, documents, audiovisual, and other materials, and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules, and services. May require a bachelor's degree or its equivalent in library science and 2-5 years experience in the field. Through understanding of standard concepts, practices, and procedures within a particular field. Relies on limited experiences and judgment to plan and accomplish goals. Performs a variety of tasks. Creativity and latitude is required.

Librarian III (SIN 736 4)
Maintains library collections of books, serial publications, documents, audiovisual, and other materials, and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules, and services. May require a master's degree in library science and 5 or more years experience in the field. Expert in standard concepts, practices, and procedures within a particular field. Relies on limited experiences and judgment to plan and accomplish goals. Creativity and latitude is required.

Medical Secretary I (SIN 736 1)
Performs secretarial and administrative duties for a medical office or research facility. Familiar with medical terminology to support medical staff /office. Requires a high school diploma or its equivalent and 2-3 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; typically reports to a doctor, office manager, or senior researcher

Medical Secretary II (SIN 736 1)
Performs secretarial and administrative duties for a medical office or research facility. Familiar with medical terminology to support medical staff /office. Requires a high school diploma or its equivalent and 3-5 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; typically reports to a doctor, office manager, or senior researcher

Medical Secretary III (SIN 736 1)
Performs secretarial and administrative duties for a medical office or research facility. Familiar with medical terminology to support medical staff /office. May handle office management tasks to ensure office operates efficeintly. Requires an associate's degree or its equivalent and 5-7 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Works independently to perform the functions of the job. Typically reports to a doctor, office manager, or senior researcher.

Medical Secretary IV (SIN 736 1)
Performs secretarial and administrative duties for a medical office or research facility. Familiar with medical terminology to support medical staff /office. May handle office management tasks to ensure office operates efficeintly. Requires an associate's degree or its equivalent and more than 7 years of experience in the field or in a related area. Has expert knowledge of commonly-used concepts, practices, and procedures within a particular field. Works independently to perform the functions of the job. Typically reports to a doctor, office manager, or senior researcher.

Paralegal/Legal Assistant I (SIN 736 5)
Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 0-2 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; typically reports to an attorney or paralegal.

Paralegal/Legal Assistant II (SIN 736 5)
Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 2-5 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Needs some supervision but can work independently. Reports to an attorney or paralegal.

Paralegal/Legal Assistant III (SIN 736 5)
Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an bachelor's degree or its equivalent and 5-6 years of experience in the field or in a related area. Has extensive knowledge of commonly-used concepts, practices, and procedures within a particular field. Can work independently and usually reports to an attorney or group of attorneys.

Paralegal/Legal Assistant IV (SIN 736 5)
Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an bachelor's degree or its equivalent and 7 years of experience in a specific field. Is an expert of commonly-used concepts, practices, and procedures within a particular field. Works independently and may have a paralegal certification. Reports to an attorney or group of attorneys

Procurement Specialist I (SIN 736 5)
Creates purchase orders for the acquisition of materials. 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. Typically reports to a manager. A wide degree of creativity and latitude is expected.

Procurement Specialist II (SIN 736 5)
Creates purchase orders for the acquisition of materials. Requires a high school diploma and some college with 2-5 years of experience in the field or in a related area. Thorough understanding of 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. Typically reports to a manager. A wide degree of creativity and latitude is expected.

Procurement Specialist III (SIN 736 5)
Creates purchase orders for the acquisition of materials. May require a bachelor's degree or its equivalent with 5 or more years of experience in the field or in a related area. Expert in a variety of the field's concepts, practices, and procedures. Performs a variety of complicated tasks. Works independently with a wide degree of creativity and latitude is expected.

Production Control Clerk (SIN 736 1)
Responsible for copying and compiling document. Requires knowledge of copier, binding machine, three-hole punch, stapler, and other office machines. Limited compter skills required. Requires a high school diploma or its equivalent with 0-3 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 require attention to detail. Typically reports to a supervisor or manager.

Senior Accountant I (SIN 736 5)
Responsible for monthly financial statements, G/L maintenance, budget variance analysis, revenue recognition, and various other projects as they arise. Requires a bachelor's degree with 2-4 years of accounting experience, and have obtained or are working towards their CPA. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Senior Accountant II (SIN 736 5)
Responsible for completion and maintenance of general ledgers and financial reports. Requires a bachelor's degree in accounting, and have obtained or are working towards their CPA, with 5-8 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. A wide degree of creativity and latitude is required.

Staff Accountant I (SIN 736 5)
Responsible for completion and maintenance of general ledgers and financial reports. May require a bachelor's degree in accounting and 1-3 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.

Staff Accountant II (SIN 736 5)
Responsible for completion and maintenance of general ledgers and financial reports. May require a bachelor's degree in accounting, finance and 3-5 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.

Staff Accountant III (SIN 736 5)
Responsible for completion and maintenance of general ledgers and financial reports. Requires a bachelor's degree in accounting, and at least 5 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.

Switchboard Operator-Receptionist I (SIN 736 1)
Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 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. Good communication skills required. Typically reports to a supervisor or manager.

Switchboard Operator-Receptionist II (SIN 736 1)
May greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. Operates a switchboard or telephone console to route incoming calls and place outgoing calls. May peform daily office tasks such as filing. Requires a high school diploma or its equivalent with 2-5 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. Good communication skills required. Typically reports to a supervisor or manager.

Switchboard Operator-Receptionist III (SIN 736 1)
May greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. Operates a switchboard or telephone console to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with more than 5 years of experience in the field or in a related area. May peform daily office tasks such as filing. 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. Excellent commuciation skills a must. Typically reports to a supervisor or manager.

Travel Clerk I (SIN 736 1)
Provides basic travel information to customers inquiring about fares, routes, and accommodations. May require a high school diploma or its equivalent with 0-2 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.

Travel Clerk II (SIN 736 1)
Provides basic travel information to customers inquiring about fares, routes, and accommodations. May require a high school diploma or its equivalent with 2-4 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.

Travel Clerk III (SIN 736 1)
Provides travel planning and advice to customers inquiring about fares, routes, and accommodations. May require a high school diploma or its equivalent with 4-5 years of experience in the field or in a related area. Has thorough knowledge of commonly-used concepts, practices, and procedures within a particular field. Works independently.

Travel Clerk IV (SIN 736 1)
Provides travel planning and advice to customers inquiring about fares, routes, and accommodations. May require a high school diploma or its equivalent with more than 5 of experience in the field or in a related area. Expert knowledge of commonly-used concepts, practices, and procedures within a particular field. Works independently.

Word Processor I (SIN 736 1)
Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 0-2 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.

Word Processor II (SIN 736 1)
Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 2-4 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. Typically reports to a supervisor or manager.

Word Processor III (SIN 736 1)
Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with more than 5 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 independently. Typically reports to a supervisor or manager.