“Your Partner in Productivity”

Federal Supply Service
Authorized Federal Supply Schedule Price List

GSA Schedule 736 MAS (TAPS) Contract # GS-07F-0057Y


Online access to contract ordering information, pricing, terms and conditions, and the ability to create and electronic delivery order are available through GSA Advantage, an extensive database system located at www.GSAAdvantage.com.

Action Staffing of Georgia, Inc.
918 Holcomb Bridge Rd. Suite 100
Roswell, GA  30076
Cage Code: 5NG11
Duns # 015138943
Phone #: 770-645-6300
Fax #: 770-645-6349
Website: www.actionstaffingatl.com

Socio-Economic Certifications
Small Business (SB)

Kyle A. Robinson, President
kylerobinson@actionstaffingatl.com

“Call today for Personalized Service”

770-645-6300
General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Catalogue Price List

Schedule Title: 736 – Temporary Administrative and Professional Staffing Services (TAPS)

Contract #: GS-07F-0057Y


Contractor: Action Staffing of Georgia, Inc.
918 Holcomb Bridge Rd. Suite 100
Roswell, GA 30076
Phone #: 770-645-6300
Fax #: 770-645-6349
Website: www.actionstaffingatl.com

Contractors Administration Source: Kyle A. Robinson
Business Size: Small Business

Customer Information:
1a. Table of Awarded Special Item Numbers (SINs)

<table>
<thead>
<tr>
<th>Sin</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>736-1</td>
<td>Administration Support and Clerical Occupations</td>
</tr>
<tr>
<td>736-2</td>
<td>Automatic Data Processing Occupations</td>
</tr>
<tr>
<td>736-3</td>
<td>General Services and Support Occupations</td>
</tr>
<tr>
<td>736-5</td>
<td>Technical and Professional Occupations</td>
</tr>
</tbody>
</table>

1b. Lowest Price Model Number and Price for each Sin: N/A

1c. Hourly rates and description of all corresponding commercial job titles, experience, functional responsibility and education: All hourly rates shown are a firm fixed price. See the following price list for hourly rates by labor category. The job descriptions will be shown on pages following each price list.

2. Maximum Order: $100,000 per SIN
General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Catalogue Price List

If the best value selection places your order over the Maximum Order identified in this catalog, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may:

(1) Offer a new price for this requirement.
(2) Offer the lowest price available under this contract or
(3) Decline the order.

3. Minimum Order $100 unless the contractor agrees to a smaller order amount.


5. Points of Production: N/A

6. Discount from List Prices: N/A

7. Quantity Discounts: N/A

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Cards are accepted at or below the micro purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: None

11. Time of Delivery: N/A

11b. Expedited Delivery: N/A

11c. Overnight and 2-Day Delivery: N/A
11d. Urgent Requirements: Agencies can contact Action Staffing’s representative to affect a faster delivery. Customers are encouraged to contact Action Staffing for the purpose of requesting accelerated delivery.

12. FOB Point: N/A

13. Ordering Address: Same as contractor address

14. Payment Address: Same as contractor address


16. Export Packing Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: None

18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): N/A

19. Terms and Conditions of Installation (if applicable): N/A

20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and Conditions of any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventative Maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for EIT: N/A

25. Duns Number: 015138943

26. Notification regarding registration in Central Contractor Registration (CCR) Database: Contractor has an Active Registration in the CCR
Action Staffing of Georgia, Inc. is owned by the Robinson family, who has been in the staffing business for over 50 years. The Action Staffing of Georgia Division was established in 1999 and serves the Metro Atlanta Area. Action Staffing is small enough to give each individual job order personalized attention but large enough to be able to handle virtually any job order within our specialty. Our team of staffing experts fully understands what it takes to produce quality candidates for our clients and we practice those techniques each day to uncover the most productive temporary employees available in the marketplace.

We are proud to have earned our GSA schedule and we are eager to perform our service to various agencies within the federal government. Here is another outline of our staffing specialties:

<table>
<thead>
<tr>
<th>Sin</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>736-1</td>
<td>Administration Support and Clerical Occupations</td>
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<tr>
<td>736-2</td>
<td>Automatic Data Processing Occupations</td>
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<td>736-3</td>
<td>General Services and Support Occupations</td>
</tr>
<tr>
<td>736-5</td>
<td>Technical and Professional Occupations</td>
</tr>
</tbody>
</table>

Known as “Your Partner is Productivity”, we would be happy to assist you with any job requirement that you may need within the above referenced descriptions.

Call us today at 770-645-6300!

Or email us today at kylerobinson@actionstaffingatl.com

Thank you!

Action Staffing of Georgia, Inc.

www.actionstaffingatl.com
# PRICE SHEET

**Location:** Atlanta, GA WD #2005-2133, Revision #10 dated 06/13/2011

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
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<tbody>
<tr>
<td>Accounting Clerk I</td>
<td>$25.51</td>
</tr>
<tr>
<td>Accounting Clerk II</td>
<td>$27.98</td>
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<tr>
<td>Accounting Clerk III</td>
<td>$31.27</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$45.41</td>
</tr>
<tr>
<td>Court Reporter</td>
<td>$36.81</td>
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<tr>
<td>Data Entry Operator I</td>
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<tr>
<td>Data Entry Operator II</td>
<td>$28.96</td>
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<tr>
<td>Dispatcher Motor Vehicle</td>
<td>$34.14</td>
</tr>
<tr>
<td>Document Preparation Clerk</td>
<td>$25.15</td>
</tr>
<tr>
<td>Duplicating Machine Operator</td>
<td>$25.15</td>
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<tr>
<td>General Clerk I</td>
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<tr>
<td>General Clerk II</td>
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<tr>
<td>General Clerk III</td>
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<tr>
<td>Order Clerk I</td>
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<td>Order Clerk II</td>
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<tr>
<td>Personnel Assistant (Employment) I</td>
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<tr>
<td>Personnel Assistant (Employment) II</td>
<td>$33.24</td>
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<tr>
<td>Personnel Assistant (Employment) III</td>
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<tr>
<td>Production Control Clerk</td>
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<tr>
<td>Receptionist</td>
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<tr>
<td>Rental Clerk</td>
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<td>Scheduler, Maintenance</td>
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<tr>
<td>Secretary I</td>
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<tr>
<td>Secretary II</td>
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<td>Supply Technician</td>
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<tr>
<td>Travel Clerk I</td>
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<tr>
<td>Word Processor III</td>
<td>$32.86</td>
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## PRICE SHEET

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<table>
<thead>
<tr>
<th>736-2</th>
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</thead>
<tbody>
<tr>
<td>Computer Operator I</td>
<td>$ 31.21</td>
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<tr>
<td>Computer Operator II</td>
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<tr>
<td>Computer Operator III</td>
<td>$ 37.59</td>
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<tr>
<td>Computer Operator IV</td>
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<tr>
<td>Computer Operator V</td>
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<td>Computer Programmer I</td>
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</tr>
<tr>
<td>Computer Programmer II</td>
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<tr>
<td>Peripheral Equipment Operator</td>
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<tr>
<td>Personal Computer Support Technician</td>
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</tbody>
</table>
## PRICE SHEET

**Location:** Atlanta, GA WD #2005-2133, Revision #10 dated 06/13/2011

<table>
<thead>
<tr>
<th>736-3</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Forklift Operator</td>
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</tr>
<tr>
<td>Material Coordinator</td>
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</tr>
<tr>
<td>Material Expeditor</td>
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</tr>
<tr>
<td>Material Handling Laborer</td>
<td>$ 25.24</td>
</tr>
<tr>
<td>Order Filler</td>
<td>$ 26.18</td>
</tr>
<tr>
<td>Production Line Worker (Food Processing)</td>
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</tr>
<tr>
<td>Shipping Packer</td>
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<tr>
<td>Shipping/Receiving Clerk</td>
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<tr>
<td>Store Worker I</td>
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<tr>
<td>Stock Clerk</td>
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<tr>
<td>Tools and Parts Attendant</td>
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</tr>
<tr>
<td>Warehouse Specialist</td>
<td>$ 27.89</td>
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</tbody>
</table>
### PRICE SHEET

**Location:** Atlanta, GA WD #2005-2133, Revision #10 dated 06/13/2011

<table>
<thead>
<tr>
<th>736-5</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafter/CAD Operator I</td>
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<tr>
<td>Drafter/CAD Operator II</td>
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<tr>
<td>Drafter/CAD Operator III</td>
<td>$41.28</td>
</tr>
<tr>
<td>Drafter/CAD Operator IV</td>
<td>$49.56</td>
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<tr>
<td>Engineering Technician I</td>
<td>$30.37</td>
</tr>
<tr>
<td>Engineering Technician II</td>
<td>$35.41</td>
</tr>
<tr>
<td>Engineering Technician III</td>
<td>$36.77</td>
</tr>
<tr>
<td>Engineering Technician IV</td>
<td>$45.13</td>
</tr>
<tr>
<td>Engineering Technician V</td>
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</tr>
<tr>
<td>Engineering Technician VI</td>
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</tr>
<tr>
<td>Environmental Technician</td>
<td>$39.54</td>
</tr>
<tr>
<td>Laboratory Technician</td>
<td>$32.11</td>
</tr>
<tr>
<td>Mathematical Technician</td>
<td>$42.97</td>
</tr>
<tr>
<td>Paralegal/ Legal Assistant I</td>
<td>$34.53</td>
</tr>
<tr>
<td>Paralegal/ Legal Assistant II</td>
<td>$41.49</td>
</tr>
<tr>
<td>Paralegal/ Legal Assistant III</td>
<td>$49.54</td>
</tr>
<tr>
<td>Paralegal/ Legal Assistant IV</td>
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<tr>
<td>Technical Writer I</td>
<td>$44.53</td>
</tr>
<tr>
<td>Technical Writer II</td>
<td>$50.53</td>
</tr>
<tr>
<td>Technical Writer III</td>
<td>$59.99</td>
</tr>
</tbody>
</table>
736-1, Administrative Support and Clerical Occupations

01011 Accounting Clerk I

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

Responsibilities: 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. Specific tasks/duties are assigned under adequate supervision. 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.

01012 Accounting Clerk II

Minimum Education: Associates Degree

Minimum years’ experience: 3 years

Responsibilities: 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. 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.
01013 Accounting Clerk III

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 3 years

**Responsibilities:** The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both 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.

010020 Administrative Assistant

Minimum Education: High School Graduate

Minimum years’ experience: 5 years

**Responsibilities:** 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.
**01040 Court Reporter**

Minimum Education: High School Graduate

Minimum years’ experience: 3 years

**Responsibilities:** This position requires familiarity with court reporting machines and court room protocol and etiquette.

**01051 Data Entry Operator**

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

**Responsibilities:** This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I work 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.

**01052 Data Entry Operator II**

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

**Responsibilities:** 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.
**01060 Dispatcher Motor Vehicle**

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

**Responsibilities:** This position requires management with many different motor vehicles and the respective drivers. This person must be able to communicate effectively and react quickly to changing job conditions. An aptitude for logistics will be required.

**01070 Document Preparation Clerk**

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

**Responsibilities:** 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.

**01090 Duplicating Machine Operator**

Minimum Education: High School Graduate

Minimum years’ experience:

**Responsibilities:** 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.

01111 General Clerk I

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

Responsibilities: 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.

01112 General Clerk II

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

Responsibilities: 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.
01113 General Clerk III

Minimum Education: High School Graduate

Minimum years’ experience: 3 years

**Responsibilities:** 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 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.

01191 Order Clerk I

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

**Responsibilities:** 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.
01192 Order Clerk II

Minimum Education: High School Graduate
Minimum years’ experience: 2 years

Responsibilities: 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.

01261 Personnel Assistant (Employment) I

Minimum Education: High School Graduate
Minimum years’ experience: 2 years

Responsibilities: 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.

01262 Personnel Assistant (Employment) II

Minimum Education: Associates Degree
Minimum years’ experience: 2 years

Responsibilities: 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.

**01263 Personnel Assistant (Employment) III**

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 3 years

**Responsibilities:** 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.

**01270 Production Control Clerk**

Minimum Education: High School Graduate

Minimum years’ experience: 5 years

**Responsibilities:** This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product
specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

**01280 Receptionist**

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

**Responsibilities:** This person will be responsible for answering multi-line phone systems and routing calls to various staff members. Also requires taking messages and locating staff members via the intercom system.

**01290 Rental Clerk**

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

**Responsibilities:** This person shall be familiar with the rental fleet and be able to quote prices for rental of equipment based on various rental time periods.
**01300 Scheduler, Maintenance**

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

**Responsibilities:** This person shall be efficient with keeping schedules for various types of equipment. Also requires knowledge or interpretation of documents to maintain the proper schedule of maintenance equipment.

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**01311 Secretary I**

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

**Responsibilities:** This person shall be capable of performing administrative and clerical duties including but not limited to answering phones, taking messages, mail (outgoing and distribution), filing, copying, and other general office duties as assigned by the supervisor. Basic knowledge of computer software will be required.

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**01312 Secretary II**

Minimum Education: High School Graduate

Minimum years’ experience: 3 years

**Responsibilities:** This person shall be capable of performing administrative and clerical duties including but not limited to answering phones, taking messages, mail (outgoing and distribution), filing, copying, and other general office duties as assigned by the supervisor. Intermediate knowledge of computer software will be required.
01313 Secretary III

Minimum Education: High School Graduate
Minimum years’ experience: 4+ years

**Responsibilities:** This person shall be capable of performing administrative and clerical duties including but not limited to answering phones, taking messages, mail (outgoing and distribution), filing, copying, and other general office duties as assigned by the supervisor. Advanced knowledge of computer software will be required.

01320 Service Order Dispatcher

Minimum Education: High School Graduate
Minimum years’ experience: 2 years

**Responsibilities:** This person must be able to interpret service orders, communicate such orders effectively to co-workers. This position requires basic computer skills and the ability to manage several orders simultaneously.

01410 Supply Technician

Minimum Education: Bachelor’s Degree
Minimum years’ experience: 2 years

**Responsibilities:** This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:
(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

01531 Travel Clerk I

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

Responsibilities: This person shall be capable of scheduling reservations and booking travel arrangements on a large scale within budget requirements.

01532 Travel Clerk II

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

Responsibilities: This person shall be capable of scheduling reservations and booking travel arrangements on a large scale within budget requirements. This person will be responsible for a limited amount of staff management and will be responsible for said staff.

01533 Travel Clerk III

Minimum Education: High School Graduate

Minimum years’ experience: 3 years

Responsibilities: This person shall be capable of scheduling reservations and booking travel arrangements on a large scale within budget requirements. This person will be responsible for staff management including budgeting, forecasting and some cost accounting.
**01611 Word Processor I**

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

**Responsibilities:** This position produces 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.

**01612 Word Processor II**

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

**Responsibilities:** This position uses 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.

**01613 Word Processor III**

Minimum Education: High School Graduate

Minimum years’ experience: 4+ years

**Responsibilities:** 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.
736-2, Automatic Data Processing Occupations

**14041 Computer Operator I**

Minimum Education: High School Graduate
Minimum years’ experience: 2 years

**Responsibilities:** The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator’s work.

**14042 Computer Operator II**

Minimum Education: High School Graduate
Minimum years’ experience: 3 years

**Responsibilities:** The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

**14043 Computer Operator III**

Minimum Education: Associates Degree
Minimum years’ experience: 4 years

**Responsibilities:** The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard
procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

**14044 Computer Operator IV**

Minimum Education: Bachelor's Degree

Minimum years’ experience: 2 Years

**Responsibilities:** The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

**14045 Computer Operator V**

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 3 years

**Responsibilities:** The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit’s production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.
14071 Computer Programmer I

Minimum Education: Associates Degree

Minimum years’ experience: 2 years

Responsibilities: The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision.

In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

14072 Computer Programmer II

Minimum Education: Associates Degree

Minimum years’ experience: 3 years

Responsibilities: At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.

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The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

14150 Peripheral Programmer I

Minimum Education: Associated Degree

Minimum years’ experience: 1 year

Responsibilities: The Peripheral Equipment Operator operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a Peripheral Equipment Operator:

- Loads printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
• Labels tape reels, or disks;

• Checks labels and mounting and dismounting designated tape reels or disks on specified units or drives;

• Sets controls which regulate operation of the equipment;

• Observes panel lights for warnings and error indications and taking appropriate action;

• Examines tapes, cards, or other material for creases, tears or other defects that could cause processing problems.

Excludes workers who monitor and operate a control console or a remote terminal, or whose duties are limited to operating decollators, busters, separators, or similar equipment.

14160 Personal Computer Support Technician

Minimum Education: Associates Degree

Minimum years’ experience: 3 years

Responsibilities: The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.
736-3, General Services and Support

**21020 Forklift Operator**

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

**Responsibilities:** The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

**21030 Material Coordinator**

Minimum Education: High School Graduate

Minimum years’ experience: 3 years

**Responsibilities:** The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors’ priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified.

This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.
21040 Material Expeditor

Minimum Education: High School Graduate

Minimum years’ experience: 3 years

Responsibilities: The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

21050 Material Handling Laborer

Minimum Education: High School Graduate

Minimum years’ experience: 1 year

Responsibilities: This person shall be responsible for handling material within the facility. This person should be able to read various internal documents relating to the material in order to place the material in the right place. Must be detail oriented and able to lift at least 25 lbs.
21071 Order Filler

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

**Responsibilities:** This person shall be responsible for order fulfillment. Must be able to read the order ticket, pull the correct product and package the order for shipment. Must be detail oriented and able to lift at least 25lbs.

21080 Production Line Worker (food processing)

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

**Responsibilities:** This person must be able to work within the food processing line. Experience in a production line is required and experience with food processing is a plus. Cleanliness is vital to this operation and must be adhered to.

21110 Shipping Packer

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

**Responsibilities:** This person shall perform all functions related to shipping products. This person must be able to read the shipping tickets, pull the appropriate product, box the product and prepare shipping tickets correctly. Must be able to lift 30 lbs.
21130 Shipping/Receiving Clerk

Minimum Education: High School Graduate
Minimum years’ experience: 3 years

**Responsibilities:** This person will be responsible for verifying and keeping records of incoming and outgoing shipments. Must be able to verify shipments for accuracy. Must have basic computer skills and be detail oriented.

21140 Store Worker I

Minimum Education: High School Graduate
Minimum years’ experience: 2 years

**Responsibilities:** This person will be involved with inventory, pricing, stocking and restocking items. Must have basic computer skills and be able to lift up to 30 lbs.

21150 Stock Clerk

Minimum Education: High School Graduate
Minimum years’ experience: 3 years

**Responsibilities:** This person will have responsibility for inventory, pricing, stocking and restocking items. Must be detail oriented and be able to accurately keep records of inventory. Must have basic computer skills and be able to lift up to 30 lbs.
21210 Tools and Parts Attendant

Minimum Education: High School Graduate

Minimum years’ experience: 2 years

Responsibilities: This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

21410 Warehouse Specialist

Minimum Education: High School Graduate

Minimum years’ experience: 4 years

Responsibilities: As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.
736-5, Technical and Professional Operations

30062 Drafter/CAD Operator I

Minimum Education: Associates Degree

Minimum years’ experience: 2 years

Responsibilities: This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.

Typical assignments include:

a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout.

b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.

c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.
**30063 Drafter/CAD Operator II**

Minimum Education: Associates Degree

Minimum years’ experience: 3 years

**Responsibilities:** This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers’ catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.

b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.

c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.

d. Prepares final drawings for street paving and widening or for water and sewer lines.
having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

**30064 Drafter/CAD Operator III**

Minimum Education: Associates Degree

Minimum years’ experience: 5 years

**Responsibilities:** This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

**30081 Drafter/CAD Operator IV**

Minimum Education: Associates Degree

Minimum years’ experience: 6 years

**Responsibilities:** This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:
a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.

b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.

c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

**30082 Engineering Technician I**

Minimum Education: Associates Degree

Minimum years’ experience: 1 year

**Responsibilities:** This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:

a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.

b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.

c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.
**30083 Engineering Technician II**

Minimum Education: Associates Degree

Minimum years’ experience: 2 years

**Responsibilities:** The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:

a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment;

b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors;

c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

**30084 Engineering Technician III**

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 2 years

**Responsibilities:** The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as:
a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions;

b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.

c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;

d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.

e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

30085 Engineering Technician IV

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 3 years

Responsibilities: The Engineering Technician IV performs non-routine assignments of substantial variety and complexities, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as:

a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or
recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts).

b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports.

c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

30086 Engineering Technician V

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 4 years

Responsibilities:  This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:

a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.
b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

30090 Engineering Technician VI

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 5 years

Responsibilities: This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:

a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).
b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

30210 Environmental Technician

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 2 years

Responsibilities: The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.

This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing,
records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.

This worker may operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

30240 Laboratory Technician

Minimum Education: Associates Degree

Minimum years’ experience: 2 years

**Responsibilities:** The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. This incumbent sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. This worker performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process.

Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such
as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications, and examines materials, using microscope.

The Laboratory Technician (Laboratory Tester) records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts, cleans and sterilizes laboratory apparatus, may prepare chemical solutions according to standard formulae, and may add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

**30361 Mathematical Technician**

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 1 year

**Responsibilities:** This person shall be responsible for the collection of mathematical data and assembling this data into mathematical models for further analysis. Must have a background in Math and be able to calculate complex mathematical formulas.

**30362 Paralegal/Legal Assistant I**

Minimum Education: Associates Degree

Minimum years’ experience: 1 year

**Responsibilities:** The Paralegal/Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following:

a. Consult prescribed sources of information for facts relating to matters of interest to the program;

b. Review documents to extract selected data and information relating to specific items;
c. Review and summarize information in prescribed format on case precedent and decisions;

d. Search and extract legal references in libraries and computer-data banks;

e. 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.

30363 Paralegal/Legal Assistant II

Minimum Education: Associates Degree

Minimum years’ experience: 3 years

Responsibilities: At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:

a. Reviews case materials to become familiar with questions under consideration;

b. 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;

c. 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;

d. Interviews potential witnesses and prepares summary interview reports for the attorney’s review;
e. 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;

f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;

g. Verifies citations and legal references on prepared legal documents;

h. Prepares summaries of testimony and depositions;

i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

### 30390 Paralegal/Legal Assistant III

Minimum Education: Associates Degree

Minimum years’ experience: 4 years

**Responsibilities:** At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:

a. Analyzes and evaluates case files against litigation worthiness standards;
b. 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;

c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;

d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;

e. Interviews relevant personnel and potential witnesses to gather information;

f. Reviews and analyzes relevant statistics;

g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;

h. Consults with statistical experts on reliability evaluations;

i. May testify in court concerning relevant data.
30461 Paralegal/Legal Assistant IV

Minimum Education: Associates Degree

Minimum years’ experience: 5 years

Responsibilities: 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:

a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;

b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;

c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;

d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;

e. 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;

f. 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;
g. Interviews potential witnesses for information and prepares witnesses for court appearances;

h. 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;

i. 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;

j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

30462 Technical Writer I

Minimum Education: Associates Degree

Minimum years’ experience: 2 years

Responsibilities: The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.
This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

30463 Technical Writer II

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 3 years

Responsibilities: In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

This worker accesses manufacturers’ catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.
30464 Technical Writer III

Minimum Education: Bachelor’s Degree

Minimum years’ experience: 4 years

**Responsibilities:** The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer’s and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.