

**GENERAL SERVICES ADMINISTRATION  
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**SCHEDULE 736 TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING**

Contract Number: **GS-07F-0108N**  
Modification Number: **AO06**  
Effective Date: **4/19/2007**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

Period Covered by Contract: **10/31/2002 to 10/31/2007**



***ANSWER STAFFING SERVICES, INC.***

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Washington, DC 20036

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**Fax Number: 202.835.9850**

[www.tass1.com](http://www.tass1.com)

**Business Size: Small**

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## CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description
736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	Materials Handling, Packing and Maintenance Occupations
736-4	Information and Arts Occupations, Including Miscellaneous Occupations
736-5	Technical and Professional Occupations

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See Labor Category Descriptions below.

1c. Labor Category Descriptions: See below.

2. Maximum Order: \$100,000

3. Minimum Order: \$100

4. Geographic Coverage: Washington, DC, Maryland, Southwest Virginia, Cincinnati, OH, Wilmington, DE. Boston, MA, Florida, Georgia

5. Point of Production:  
Answer Staffing Services, Inc.  
1920 L Street NW  
Suite 320  
Washington, DC 20036

6. Discount from List Price: N/A

7. Quantity Discount: N/A

8. Prompt Payment Terms: 2% 20 DAYS

9a. Government Purchase Cards are accepted below the micro-purchase threshold? YES

- 9b. Government Purchase Cards are accepted above the micro-purchase threshold. YES
10. Foreign Items: N/A
- 11a. Time of Delivery: 1 DAY FROM AWARD TO DATE OF COMPLETION
- 11b. Expedited Delivery: N/A
- 11c. Overnight/2-Day Delivery: N/A
- 11d. Urgent Requirements: N/A
12. FOB Point: CONUS
13. Ordering Address:  
1920 L Street NW Suite 320  
Washington, DC 20036  
Email: [dcarr@tass1.com](mailto:dcarr@tass1.com)
14. Payment Address:  
1920 L Street NW Suite 320  
Washington, DC 20036  
Email: [dcarr@tass1.com](mailto:dcarr@tass1.com)
15. Warranty Provisions: N/A
16. Export Packing charges: N/A
17. Terms and conditions of Government Purchase Card Acceptance: N/A
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A

23. Preventive maintenance: N/A
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:  
[www.Section508.gov/](http://www.Section508.gov/)
25. DUNS Number: 19-280-8715
26. Answer Staffing Services, Inc. is registered in the Central Contract Registration (CCR) database.

**SIN 736-1 ADMINISTRATIVE SUPPORT AND  
CLERICAL OCCUPATIONS**

<p align="center"><b>Accounting Clerk I</b></p>	<p align="center"><b>25.33</b></p>	<p>Performs 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 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 sound judgment.</p>
<p align="center"><b>Accounting Clerk II</b></p>	<p align="center"><b>27.63</b></p>	<p>Performs 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 dependent judgment. Typically reports to a supervisor or manager.</p>
<p align="center"><b>Accounting Clerk III</b></p>	<p align="center"><b>30.71</b></p>	<p>Performs daily 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. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.</p>
<p align="center"><b>Administrative Assistant</b></p>	<p align="center"><b>42.95</b></p>	<p>Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma 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. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>

<b>Court Reporter</b>	<b>32.64</b>	Documents court proceedings by using a stenotype machine. May require completion of a 2-4 year training program at a vocational school. 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.
<b>Document Prep. Clerk</b>	<b>25.09</b>	Collects, reviews, and prepares documents audits output data. May be expected to code documents. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source documents. Requires a high school diploma or its equivalent and 1-3 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. A certain degree of creativity and latitude is required.
<b>Duplication Machine Operator</b>	<b>25.09</b>	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.

<b>General Clerk I</b>	<b>25.12</b>	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 0-3 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.
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<p align="center"><b>General Clerk II</b></p>	<p align="center"><b>29.35</b></p>	<p>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 0-3 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.</p>
<p align="center"><b>General Clerk III</b></p>	<p align="center"><b>33.70</b></p>	<p>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 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.</p>
<p align="center"><b>Data Entry Operator I</b></p>	<p align="center"><b>25.22</b></p>	<p>Operates a data entry device to record or verify a variety of standard and/or complex coded or encoded 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.</p>
<p align="center"><b>Data Entry Operator II</b></p>	<p align="center"><b>27.74</b></p>	<p>Collects, reviews, and inputs data into a computer processing system; audits output data. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. Requires a high school diploma or its equivalent 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. A certain degree of creativity and latitude is required.</p>

<p style="text-align: center;"><b>Order Clerk I</b></p>	<p style="text-align: center;"><b>28.28</b></p>	<p>Receives and processes orders for materials and merchandise. 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.</p>
<p style="text-align: center;"><b>Order Clerk II</b></p>	<p style="text-align: center;"><b>31.38</b></p>	<p>Receives and processes orders for materials and merchandise. 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 limited experiences 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.</p>
<p style="text-align: center;"><b>Personnel Assistant Employment I</b></p>	<p style="text-align: center;"><b>28.29</b></p>	<p>Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree in a related area 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.</p>

<p style="text-align: center;"><b>Personnel Assistant Employment II</b></p>	<p style="text-align: center;"><b>31.74</b></p>	<p>Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree in a related area 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.</p>
<p style="text-align: center;"><b>Personnel Assistant Employment III</b></p>	<p style="text-align: center;"><b>36.72</b></p>	<p>Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree in a related area with 4-6 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.</p>
<p style="text-align: center;"><b>Production Control Clerk</b></p>	<p style="text-align: center;"><b>34.88</b></p>	<p>Collects, reviews, and controls the production of documents. May be expected to code data and input data for computer processing. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source data. Requires a high school diploma or its equivalent 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 lead and direct the work of others. May report directly to a supervisor. A wide degree of creativity and latitude is expected.</p>

<b>Rental Clerk</b>	<b>30.38</b>	Receives orders for services, such as rentals, repairs, dry-cleaning, and storage. May be responsible for computing cost and accepting payment. 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.
<b>Schedule (Maintenance)</b>	<b>22.73</b>	Plans and establishes production schedules. Monitors materials inventories, tracks progress of production, and reviews factors which affect schedules. 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 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.
<b>Secretary I</b>	<b>29.29</b>	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 0-3 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.

<p align="center"><b>Secretary II</b></p>	<p align="center"><b>32.13</b></p>	<p>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 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 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.</p>
<p align="center"><b>Secretary III</b></p>	<p align="center"><b>35.10</b></p>	<p>Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Requires a high school diploma with 5-8 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</p>
<p align="center"><b>Service Order Dispatcher</b></p>	<p align="center"><b>39.91</b></p>	<p>Assigns drivers and vehicles to convey freight or passengers. 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. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.</p>

<b>Receptionist</b>	<b>30.31</b>	Operates a switchboard or telephone console 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. Typically reports to a supervisor or manager.
<b>Travel Clerk I</b>	<b>23.32</b>	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.
<b>Travel Clerk II</b>	<b>26.65</b>	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.
<b>Travel Clerk III</b>	<b>29.55</b>	Provides basic travel information to customers inquiring about fares, routes, and accommodations. May require a high school diploma or its equivalent with 5 plus 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.

<p style="text-align: center;"><b>Word Processor I</b></p>	<p style="text-align: center;"><b>25.97</b></p>	<p>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</p>
<p style="text-align: center;"><b>Word Processor II</b></p>	<p style="text-align: center;"><b>30.49</b></p>	<p>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 2-5 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. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</p>
<p style="text-align: center;"><b>Word Processor III</b></p>	<p style="text-align: center;"><b>33.30</b></p>	<p>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 5-8 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.</p>

## SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS

<b>Computer Operator I</b>	<b>30.07</b>	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.
<b>Computer Operator II</b>	<b>33.46</b>	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 2-5 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 lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.
<b>Computer Operator III</b>	<b>36.43</b>	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 5-7 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.

<p style="text-align: center;"><b>Computer Operator IV</b></p>	<p style="text-align: center;"><b>39.90</b></p>	<p>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 6-8 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.</p>
<p style="text-align: center;"><b>Computer Operator V</b></p>	<p style="text-align: center;"><b>44.35</b></p>	<p>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 7-10 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.</p>
<p style="text-align: center;"><b>Computer Programmer I</b></p>	<p style="text-align: center;"><b>37.27</b></p>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an associate'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.</p>

<p align="center"><b>Computer Programmer II</b></p>	<p align="center"><b>41.49</b></p>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an associate's degree in a related area 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. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.</p>
<p align="center"><b>Computer Programmer III</b></p>	<p align="center"><b>47.51</b></p>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an associate's degree in a related area 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. 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.</p>
<p align="center"><b>Computer Programmer IV</b></p>	<p align="center"><b>47.51</b></p>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require a bachelor's degree. Requires 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. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.</p>
<p align="center"><b>Computer Systems Analyst I</b></p>	<p align="center"><b>47.51</b></p>	<p>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.</p>

<p style="text-align: center;"><b>Computer Systems Analyst II</b></p>	<p style="text-align: center;"><b>47.51</b></p>	<p>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.</p>
<p style="text-align: center;"><b>Computer Systems Analyst III</b></p>	<p style="text-align: center;"><b>47.51</b></p>	<p>Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. Requires a bachelor's degree in area of specialty and 6-8 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>
<p style="text-align: center;"><b>Technical Writer I</b></p>	<p style="text-align: center;"><b>49.38</b></p>	<p>Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. May require a bachelor'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. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.</p>

<p align="center"><b>Technical Writer II</b></p>	<p align="center"><b>56.57</b></p>	<p>Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on 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.</p>
<p align="center"><b>Technical Writer III</b></p>	<p align="center"><b>67.35</b></p>	<p>Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Requires a bachelor's degree in a related area and 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 limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.</p>

**SIN 736-3, MATERIALS HANDLING, PACKING AND  
MAINTENANCE OCCUPATIONS**

<b>Forklift Operator</b>	<b>31.59</b>	Operates fork lifts to stack and retrieve supplies and materials. Responsibilities also include documenting and maintaining inventory and ensuring production area organization and cleanliness. Requires a high school diploma or its equivalent and 0-2 years of related experience. 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 manager or head of a unit/department.
<b>HVAC Mechanic</b>	<b>39.69</b>	Performs maintenance and service repairs on heating, ventilating, refrigeration, and air conditioning systems. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Requires a high school diploma or its equivalent. May be required to complete an apprenticeship and/or formal training in area of specialty. Requires 0-2 years of experience in the field or in a related area. Has knowledge of common-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 typically require exercising some degree of independent judgment. Typically reports to a supervisor or manager.
<b>Laborer</b>	<b>22.42</b>	Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Requires 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. May lead and direct the work of others. Works under general supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

<b>Materials Coordinator</b>	<b>34.52</b>	Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. May have to complete an apprenticeship and/or formal training in area of specialty. 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. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.
<b>Order Filler</b>	<b>24.60</b>	Sets-up and operates a machine that performs a variety of packaging functions. Requires a high school diploma 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. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.
<b>Plumber, Maintenance</b>	<b>18.97</b>	Inspects, repairs, installs, modifies, and maintains plumbing fixtures in heating, water and drainage systems. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. May be required to meet certain certifications in plumbing. 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. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.
<b>Shipping Packer</b>	<b>26.38</b>	Assembles orders and packages goods for shipment. Receives and unpacks materials and supplies. Completes shipping and receiving reports. Requires a high school diploma or equivalent with 0 - 2 years experience. Typically reports to a supervisor or manager.
<b>Shipping/Receiver Clerk</b>	<b>27.19</b>	Assembles orders and prepares goods for shipment. Receives and unpacks materials and supplies. Completes shipping and receiving reports. Requires a high school diploma or equivalent with 0 - 2 years experience. Typically reports to a supervisor.
<b>Stock Clerk</b>	<b>26.37</b>	Locates stock and delivers items to their destination upon request. Requires a high school diploma with 0-2 years experience. Typically reports to a supervisor or manager.

**SIN 736-4 INFORMATION AND ARTS OCCUPATIONS, INCLUDING  
MISCELLANEOUS OCCUPATIONS**

<b>Cashier</b>	<b>23.12</b>	Main duties include ringing up sales and bagging items. May require a high school diploma or its equivalent. No experience necessary. 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.
<b>Cook I</b>	<b>20.05</b>	Prepares meals on an as-needed basis according to proper preparation methods. May be expected to clean and maintain cooking area. Requires a high school diploma or its equivalent 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. May lead and direct the work of others. May report directly to a supervisor or manager. A wide degree of creativity and latitude is expected
<b>Cook II</b>	<b>26.96</b>	Follows a menu to prepare and cook meats, fish, poultry, gravies, cereals, soups, vegetables, and other foods. Cooks food according to proper preparation methods in a cafeteria/institution. Requires a high school diploma or its equivalent 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. May lead and direct the work of others. May report directly to a supervisor or manager. A wide degree of creativity and latitude is expected.
<b>Exhibit Specialist I</b>	<b>31.01</b>	Responsible for design, layout, cost estimates, and construction of exhibits and displays. May require an associate's degree 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.

<p align="center"><b>Exhibit Specialist II</b></p>	<p align="center"><b>39.01</b></p>	<p>Investigates and selects suppliers of marketing production services. Requires an associate's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. 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.</p>
<p align="center"><b>Exhibit Specialist III</b></p>	<p align="center"><b>46.08</b></p>	<p>Responsible for design, layout, cost estimates, and construction of exhibits and displays. Requires an associate's degree and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.</p>
<p align="center"><b>Librarian</b></p>	<p align="center"><b>30.73</b></p>	<p>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, or a combination of education and 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 variety of tasks. A certain degree of creativity and latitude is required.</p>
<p align="center"><b>Librarian Technician</b></p>	<p align="center"><b>33.19</b></p>	<p>Provides information services, such as answering questions regarding card catalogs and assists public in use of bibliographic tools. Performs routine descriptive cataloging. May require a bachelor's degree 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.</p>

## SIN 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS

<b>Accountant I</b>	<b>36.44</b>	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in accounting 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.
<b>Accountant II</b>	<b>44.18</b>	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
<b>Accountant III</b>	<b>48.81</b>	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting, and 4-6 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.

<p style="text-align: center;"><b>Attorney I</b></p>	<p style="text-align: center;"><b>63.45</b></p>	<p>Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions. Responsible for foreseeing and protecting company against legal risks. Must be a graduate of an accredited law school with 0-3 years of experience. 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. A certain degree of creativity and latitude is required.</p>
<p style="text-align: center;"><b>Attorney II</b></p>	<p style="text-align: center;"><b>82.06</b></p>	<p>Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions. Responsible for foreseeing and protecting the company against legal risks. Must be a graduate of an accredited law school with 2-5 years of experience and admitted into the state bar. 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 tasks. A wide degree of creativity and latitude is expected.</p>
<p style="text-align: center;"><b>Auditor II</b></p>	<p style="text-align: center;"><b>48.81</b></p>	<p>Audits the accounting and financial data of various departments within an organization to ensure accuracy and compliance with government guidelines and laws. Identifies improper accounting or documentation and researches issues and makes recommendations to improve policies or procedures accordingly. May work with outside auditors to help reconcile discrepancies or support the external auditing function. Requires a bachelor's degree in accounting and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on 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.</p>
<p style="text-align: center;"><b>Contract Specialist I</b></p>	<p style="text-align: center;"><b>59.72</b></p>	<p>Performs various contract administration responsibilities, which may include all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms &amp; conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time &amp; Materials, Commercial and/or GSA Federal Supply Schedule contracting. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. Works under close supervision. Typically reports to a Contracts Officer, manager or head of a department. 1 – 4 yrs. experience required.</p>

<p><b>Contract Specialist II</b></p>	<p><b>82.03</b></p>	<p>Performs various contract administration responsibilities, which may include all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms &amp; conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time &amp; Materials, Commercial and/or GSA Federal Supply Schedule contracting. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. A good degree of creativity and latitude is required. Performs a variety of tasks under general supervision. Generally reports to a Contracts Officer, manager or head of a department. 5 - 9 yrs. experience required.</p>
<p><b>Contract Specialist III</b></p>	<p><b>102.91</b></p>	<p>Performs various contract administration responsibilities, which may include all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms &amp; conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time &amp; Materials, Commercial and/or GSA Federal Supply Schedule contracting. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. A good degree of creativity and latitude is required. Performs a variety of complicated tasks. Functions under limited supervision. Generally reports to a head of a department. 10+ yrs. experience required.</p>
<p><b>HR Generalist II</b></p>	<p><b>44.18</b></p>	<p>Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.</p>

<p style="text-align: center;"><b>Laboratory Technician</b></p>	<p style="text-align: center;"><b>34.17</b></p>	<p>Performs manual and automated routine blood tests. Prepares specimens for microscope examination. May require an associate's degree or its equivalent and 0-2 years of clinical experience in a related field. 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. Typically reports to supervisor or manager.</p>
<p style="text-align: center;"><b>Mathematical Technician</b></p>	<p style="text-align: center;"><b>35.91</b></p>	<p>Analyzes data and develops methodologies and techniques to solve technological problems in the engineering field. Requires a bachelor's degree in mathematics and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on 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.</p>
<p style="text-align: center;"><b>Paralegal/Legal Assistant I</b></p>	<p style="text-align: center;"><b>39.25</b></p>	<p>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.</p>
<p style="text-align: center;"><b>Paralegal/Legal Assistant II</b></p>	<p style="text-align: center;"><b>44.00</b></p>	<p>Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 2-4 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 an attorney.</p>
<p style="text-align: center;"><b>Paralegal/Legal Assistant III</b></p>	<p style="text-align: center;"><b>48.37</b></p>	<p>Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 4-6 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.</p>

<p><b>Paralegal/Legal Assistant IV</b></p>	<p><b>52.22</b></p>	<p>Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 6-8 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.</p>
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