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

Multiple Award Schedule
Human Capital
Temporary Help Services
PSC/FSC Code: R699

Contract Number – GS-07F-0242Y

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.


Pricelist updated as of 1/10/2022
Mod #0042 3

Contractor:
All-Pro Placement Service Inc.
dba All-Pro GOV Staffing
116 Old Padonia Rd Suite D
Cockeysville, MD 21030-4775

Telephone: 410-308-9050 Fax: 410-308-9055
Company website http://www.allproplacement.com

INFORMATION FOR ORDERING ACTIVITIES:

1. Awarded Special Item Number: SIN 561320SBSA

2. Maximum Order: $100,000 USD

3. Minimum Order: $100 USD


5. Points of Production: N/A

6. Prices herein are net

7. Quantity Discounts: +1%>$100,000 or +3%>$500,000

8. Prompt Payment Terms: +2% 15 Days Net 30 Days

9. Government purchase cards are accepted below and above the micro-purchase threshold.

10. Foreign Item: N/A

11. Delivery Time: N/A

12. FOB Points: N/A

13. Ordering Address:
All-Pro Placement Service Inc
116 Old Padonia Rd Suite D
Cockeysville, MD 21030

SIN 561320SBSA
Temporary Staffing

14. Payment Address:
All-Pro Placement Service Inc
116 Old Padonia Rd Suite D
Cockeysville, MD 21030-4775

15-16. N/A

17. Terms and conditions of Gov’t Credit Cards: Accept any above micro-purchase threshold.

18-19. N/A.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

20a. Terms and conditions for any other services (if applicable).

21-24. N/A

25. DUNS #: 106901700

26. Central Contractor Registration:
Contractor has an active Registration in CCR database
CAGE Code: 3GXY6
## Professional Services

<table>
<thead>
<tr>
<th>SKILL CATEGORY</th>
<th>UNIT OF MEASURE</th>
<th>GSA PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney I</td>
<td>Hourly</td>
<td>$72.48</td>
</tr>
<tr>
<td>Attorney II</td>
<td>Hourly</td>
<td>$95.00</td>
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<tr>
<td>Legal Assistant I</td>
<td>Hourly</td>
<td>$24.16</td>
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<tr>
<td>Legal Assistant II</td>
<td>Hourly</td>
<td>$25.67</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Hourly</td>
<td>$33.22</td>
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</table>

## Administrative Support & Clerical

<table>
<thead>
<tr>
<th>SKILL CATEGORY</th>
<th>UNIT OF MEASURE</th>
<th>GSA PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Clerk I</td>
<td>Hourly</td>
<td>$34.18</td>
</tr>
<tr>
<td>Accounting Clerk II</td>
<td>Hourly</td>
<td>$37.56</td>
</tr>
<tr>
<td>Accounting Clerk III</td>
<td>Hourly</td>
<td>$41.21</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>Hourly</td>
<td>$55.36</td>
</tr>
<tr>
<td>Court Reporter</td>
<td>Hourly</td>
<td>$39.93</td>
</tr>
<tr>
<td>Customer Service Representative I</td>
<td>Hourly</td>
<td>$29.44</td>
</tr>
<tr>
<td>Customer Service Representative II</td>
<td>Hourly</td>
<td>$32.28</td>
</tr>
<tr>
<td>Customer Service Representative III</td>
<td>Hourly</td>
<td>$34.59</td>
</tr>
<tr>
<td>Data Entry Operator I</td>
<td>Hourly</td>
<td>$29.35</td>
</tr>
<tr>
<td>Data Entry Operator II</td>
<td>Hourly</td>
<td>$31.40</td>
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<tr>
<td>Dispatcher, Motor Vehicle</td>
<td>Hourly</td>
<td>$36.04</td>
</tr>
<tr>
<td>Document Preparation Clerk</td>
<td>Hourly</td>
<td>$31.31</td>
</tr>
<tr>
<td>Duplicating Machine Operator</td>
<td>Hourly</td>
<td>$31.31</td>
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<tr>
<td>General Clerk I</td>
<td>Hourly</td>
<td>$29.35</td>
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<tr>
<td>General Clerk II</td>
<td>Hourly</td>
<td>$31.42</td>
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<td>General Clerk III</td>
<td>Hourly</td>
<td>$35.22</td>
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<tr>
<td>Housing Referral Assistant</td>
<td>Hourly</td>
<td>$45.18</td>
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<tr>
<td>Messenger Courier</td>
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<td>$31.32</td>
</tr>
<tr>
<td>Order Clerk</td>
<td>Hourly</td>
<td>$29.71</td>
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Order Clerk II  
**Administrative Support & Clerical** (cont.)

<table>
<thead>
<tr>
<th>SKILL CATEGORY</th>
<th>UNIT OF MEASURE</th>
<th>GSA PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Assistant (Employment) I</td>
<td>Hourly</td>
<td>$34.32</td>
</tr>
<tr>
<td>Personnel Assistant (Employment) II</td>
<td>Hourly</td>
<td>$37.62</td>
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<tr>
<td>Personnel Assistant (Employment) III</td>
<td>Hourly</td>
<td>$41.17</td>
</tr>
<tr>
<td>Production Control Clerk</td>
<td>Hourly</td>
<td>$45.11</td>
</tr>
<tr>
<td>Rental Clerk</td>
<td>Hourly</td>
<td>$31.89</td>
</tr>
<tr>
<td>Scheduler, Maintenance</td>
<td>Hourly</td>
<td>$34.20</td>
</tr>
<tr>
<td>Secretary I</td>
<td>Hourly</td>
<td>$34.20</td>
</tr>
<tr>
<td>Secretary II</td>
<td>Hourly</td>
<td>$37.41</td>
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<tr>
<td>Secretary III</td>
<td>Hourly</td>
<td>$45.18</td>
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<tr>
<td>Service Order Dispatcher</td>
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<td>$32.94</td>
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<tr>
<td>Supply Technician</td>
<td>Hourly</td>
<td>$55.36</td>
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<tr>
<td>Switchboard Operator/Receptionist</td>
<td>Hourly</td>
<td>$29.64</td>
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<tr>
<td>Travel Clerk I</td>
<td>Hourly</td>
<td>$29.22</td>
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<tr>
<td>Travel Clerk II</td>
<td>Hourly</td>
<td>$30.91</td>
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<tr>
<td>Travel Clerk III</td>
<td>Hourly</td>
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<tr>
<td>Word Processor</td>
<td>Hourly</td>
<td>$31.90</td>
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<tr>
<td>Word Processor II</td>
<td>Hourly</td>
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<td>Word Processor III</td>
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<tr>
<td>Cook I</td>
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<td>$29.76</td>
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<tr>
<td>Cook II</td>
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<td>$33.50</td>
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<tr>
<td>Dishwasher</td>
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<tr>
<td>Dental Assistant</td>
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<tr>
<td>Dental Hygienist</td>
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<td>Medical Record Clerk</td>
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<tr>
<td>Medical Record Technician</td>
<td>Hourly</td>
<td>$38.72</td>
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<tr>
<td>Medical Transcriptionist</td>
<td>Hourly</td>
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</tr>
<tr>
<td>Nuclear Medicine Technologist</td>
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<td>$66.28</td>
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<tr>
<td>Pharmacy Technician</td>
<td>Hourly</td>
<td>$34.28</td>
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</table>
**Technical and Professional**

<table>
<thead>
<tr>
<th>SKILL CATEGORY</th>
<th>UNIT OF MEASURE</th>
<th>GSA PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibits Specialist I</td>
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</tr>
<tr>
<td>Exhibits Specialist II</td>
<td>Hourly</td>
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<tr>
<td>Exhibits Specialist III</td>
<td>Hourly</td>
<td>$55.95</td>
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<tr>
<td>Illustrator I</td>
<td>Hourly</td>
<td>$37.87</td>
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<td>Illustrator II</td>
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<td>$45.32</td>
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<td>Illustrator III</td>
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<tr>
<td>Librarian</td>
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<td>$64.44</td>
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<tr>
<td>Library Aide/Clerk</td>
<td>Hourly</td>
<td>$31.58</td>
</tr>
<tr>
<td>Library Information Technology Systems Administrator</td>
<td>Hourly</td>
<td>$58.83</td>
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<tr>
<td>Library Technician</td>
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</tr>
<tr>
<td>Computer Operator I</td>
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<td>$35.49</td>
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<td>Computer Operator II</td>
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<tr>
<td>Computer Operator III</td>
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<td>Computer Operator IV</td>
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<td>Computer Operator V</td>
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<tr>
<td>Computer Programmer I</td>
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<tr>
<td>Computer Systems Analyst I</td>
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<tr>
<td>Forklift Operator</td>
<td>Hourly</td>
<td>$34.26</td>
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<tr>
<td>Material Coordinator</td>
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<td>$45.11</td>
</tr>
<tr>
<td>Shipping/Receiving Clerk</td>
<td>Hourly</td>
<td>$33.56</td>
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</table>
**Technical and Professional**

<table>
<thead>
<tr>
<th>SKILL CATEGORY</th>
<th>UNIT OF MEASURE</th>
<th>GSA PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafter/CAD Operator I</td>
<td>Hourly</td>
<td>$37.42</td>
</tr>
<tr>
<td>Drafter/CAD Operator II</td>
<td>Hourly</td>
<td>$41.09</td>
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<tr>
<td>Drafter/CAD Operator III</td>
<td>Hourly</td>
<td>$45.03</td>
</tr>
<tr>
<td>Drafter/CAD Operator IV</td>
<td>Hourly</td>
<td>$53.87</td>
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<tr>
<td>Engineering Technician I</td>
<td>Hourly</td>
<td>$41.58</td>
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<td>Engineering Technician II</td>
<td>Hourly</td>
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<td>Engineering Technician III</td>
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<tr>
<td>Engineering Technician IV</td>
<td>Hourly</td>
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<tr>
<td>Engineering Technician V</td>
<td>Hourly</td>
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</tr>
<tr>
<td>Engineering Technician VI</td>
<td>Hourly</td>
<td>$86.97</td>
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<tr>
<td>Paralegal/Legal Assistant I</td>
<td>Hourly</td>
<td>$39.20</td>
</tr>
<tr>
<td>Paralegal/Legal Assistant II</td>
<td>Hourly</td>
<td>$46.98</td>
</tr>
<tr>
<td>Paralegal/Legal Assistant III</td>
<td>Hourly</td>
<td>$55.94</td>
</tr>
<tr>
<td>Paralegal/Legal Assistant IV</td>
<td>Hourly</td>
<td>$66.28</td>
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<tr>
<td>Technical Writer I</td>
<td>Hourly</td>
<td>$45.88</td>
</tr>
<tr>
<td>Technical Writer II</td>
<td>Hourly</td>
<td>$54.65</td>
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<tr>
<td>Technical Writer III</td>
<td>Hourly</td>
<td>$64.70</td>
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<tr>
<td>Cashier</td>
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<td>$22.70</td>
</tr>
<tr>
<td>Sales Clerk</td>
<td>Hourly</td>
<td>$25.10</td>
</tr>
</tbody>
</table>
561320SBSA – Temporary Staffing

Labor Category Descriptions:

ACCOUNTING CLERK (Occupational Base)
Performs various accounting activities/tasks such as: posting to ledgers; balancing and reconciling accounts; verifying consistency, completeness and accuracy of financial and accounting reports and statements. Level I requires basic knowledge of routine office practices and procedures. Levels II and III require knowledge of standardized bookkeeping and accounting procedures and techniques.
- Knowledge of accounting and bookkeeping practices and principles.
- Knowledge of generally accepted accounting principles and budgeting practices.
- Skill in maintaining and reconciling accounting and financial records.
- Skill in both verbal and written communication.

ACCOUNTING CLERK I
Responsible for performing routine accounting clerical duties such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Reports to a supervisor or team lead and works under adequate supervision. Handles entry-level reconciliation and postings under the guidance of a supervisor. Completed work will be reviewed for accuracy and compliance with procedures. Familiarity with general accounting practices & procedures.

ACCOUNTING CLERK II
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.

ACCOUNTING CLERK III
Responsible for maintaining journals and/or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include: 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; Duties also include 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 nonrecurring 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.

**ADMINISTRATIVE ASSISTANT I**
Provides administrative support to office staff. Duties include: copying, filing, faxing, scheduling appointments, making travel arrangements and assisting with the phones. Relieves office staff of minor administrative and business details. Works under minimal supervision. Proficient with office procedures and good computer proficiencies with Microsoft Office and experienced with mail merge.

**COURT REPORTER**
This position records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in a court of law by manual or machine shorthand. The Court Reporter reads portions of transcript during trial at the judge's request, and asks speakers to clarify inaudible statements. The Court Reporter transcribes recorded material using a typewriter, or dictates material into a recording machine.

**CUSTOMER SERVICE REPRESENTATIVE (Occupational Base)**
Customer Service Representatives work at supporting operations and various divisions. CSRs provide vital customer service and administrative support to advance the agencies mission. As the first point of contact, the primary duties of the CSR are to resolve and answer customer inquiries, gather and process data, research and solve problems, maintain data integrity, and provide document support and imaging. All work is performed primarily in an office environment under the immediate supervision of a team lead or first-line supervisor.

**CUSTOMER SERVICE REPRESENTATIVE I**
High school diploma and two years of progressively responsible experience providing customer service and/or administrative support. The successful applicant will have strong customer service skills, the ability to manage competing priorities, excellent phone and communication skills (verbal and written), problem solving skills and the ability to work effectively as a team player. Applicants should have the ability to use information technology tools, e.g., Excel, PowerPoint, and MS Word, and be willing to learn additional information systems and other related databases or software. Worked under limited supervision.

**CUSTOMER SERVICE REPRESENTATIVE II**
High school diploma and three years of progressively responsible experience providing customer service and/or administrative support. The successful applicant will have exceptionally strong customer service skills, the ability to manage competing priorities, excellent phone and
communication skills (verbal and written), problem solving skills and the ability to work effectively as a team player. Applicants should have the ability to use information technology tools, e.g., Excel, PowerPoint, and MS Word, and be willing to learn additional information systems and other related databases or software. Works under minimal supervision.

CUSTOMER SERVICE REPRESENTATIVE III
High school diploma and five years of progressively responsible experience providing customer service and/or administrative support. A Bachelor’s Degree is preferred plus 2 years’ experience. The successful applicant will have exceptionally strong customer service skills, the ability to manage competing priorities, excellent phone and communication skills (verbal and written), problem solving skills and the ability to work effectively as a team player. Applicants should have the ability to use information technology tools, e.g., Excel, PowerPoint, and MS Word, and be willing to learn additional information systems and other related databases or software. Ability to work independently.

DATA ENTRY OPERATOR I
Operates a data entry device to record or verify a variety of standard and/or complex coded or un-coded business and statistical source data into a computer. 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. High School diploma or its equivalent. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

DATA ENTRY OPERATOR II
Operates a data entry device to record or verify a variety of standard and/or complex coded or un-coded business and statistical source data into a computer. 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. High School diploma or its equivalent. This position requires at least 2 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

_DISPATCHER, MOTOR VEHICLE
Assigns motor vehicles and drivers for conveyance of freight or passengers: Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements, and preference of user. Issues keys, record sheets, and
credentials to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. Directs activities of drivers, using two-way radio. May confer

with customers to expedite or locate missing, misrouted, delayed, or damaged merchandise. May maintain record of mileage, fuel used, repairs made, and other expenses. May establish service or delivery routes. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May assign helpers to drivers.

**DOCUMENT PREPARATION CLERK**
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.

**DUPLICATING MACHINE OPERATOR**
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. 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. 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.

**GENERAL CLERK (Occupational Base)**
The General Clerk follows clearly detailed procedures in performing simple repetitive tasks. Responsibilities include filing documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine).

**GENERAL CLERK I**
Follows 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.

GENERAL CLERK II
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.

GENERAL CLERK III
Requires subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

HOUSING REFERRAL ASSISTANT
This position provides housing information to an organization's employees moving to a new location. The Housing Referral Assistant will contact individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone. May correspond to obtain listings of rental or sale properties, future housing prospects, and to develop a working relationship with the housing referral service. Job tasks include: compiling housing lists of rental property and properties for purchase. Periodically the Housing Referral Assistant communicates with contacts to update listings, ensures that property owners comply with the nondiscrimination policy, and counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Job tasks include: providing information regarding community services, searches files, makes telephone calls and referrals, providing information regarding locations, owners, agents, price ranges, loans and other related information. The Housing Referral Assistant maintains daily records of office activities (including number of applicants, number of applicants placed, and agents solicited or listed), schedules appointments for housing inspectors, prepares reports as required, and replies to complaints, investigations and letters of inquiry.
MESSENGER COURIER
Move and distribute documents and packages for individuals, businesses, institutions, and government agencies. They pick up documents and packages from customers and deliver them to their final destinations, usually within a local area. Because they only travel to nearby locations, couriers and messengers often specialize in same-day delivery. Some offer faster service, such as delivery within one hour. Couriers and messengers also deliver items that senders are unwilling to entrust to other means of delivery, such as important legal or financial documents, passports and airline tickets. Some couriers and messengers carry items only for their employers, often law firms, banks, medical laboratories, or financial institutions. Others act as part of organizations’ internal mail system and carry items mainly within an organization's buildings or entirely within one building. Many couriers and messengers work for messenger or courier services.

ORDER CLERK
Receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders. This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

ORDER CLERK II
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 pricelist or making some simple mathematical calculations.

PERSONNEL ASSISTANT/EMPLOYMENT I
Performs a variety of general personnel clerical tasks in such areas as employee
records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. Daily responsibilities may include: 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 procedure sand 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.

PERSONNEL ASSISTANT/EMPLOYMENT II
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.

PERSONNEL ASSISTANT/EMPLOYMENT III
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 maybe 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.

PRODUCTION CONTROL CLERK
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.

RENTAL CLERK
Performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, and rental information or, as appropriate, forwards calls to senior officials. Receives rental payments and other income, assesses latecharges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follow-up on income re-certifications.

SCHEDULER, MAINTENANCE
Schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for service.

SECRETARY (Occupational Base)
Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

SECRETARY I
Administrative controls are simple and informal; supervisor directs staff through face-to-face meetings. Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or
comparable to the following: respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms. Review materials prepared for supervisor's approval for typographical accuracy and proper format; maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

SECRETARY II
Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the level II definition. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following: Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name. Schedule tentative appointments without prior clearance, make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

SECRETARY III
Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including
unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff; Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

**SERVICE ORDER DISPATCHER**
Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress.

**SUPPLY TECHNICIAN**
Manages and maintains the company’s material stocked product inventory including stock profiles and stock locations. The Supply Technician develops the company’s inventory management strategy with the aim of controlling costs within budgetary limits, generating savings, rationalizing inventory and maximizing available working capital; manages and controls perpetual inventory stock counting and inventory accuracy checks. Other duties will include minimizing overstocks and removal of obsolete/redundant raw materials to maximize availability of working capital; ensuring incoming products are receipted and managed according to company procedure; ensuring materials are ready and available for production as and when required; and supervising inventory and counter crew activity.

**SWITCHBOARD OPERATOR/RECEPTIONIST**
Welcomes and greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

**TRAVEL CLERK (Occupational Base)**
Plans itinerary and schedules travel accommodations for military and civilian personnel with...
dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel.

**TRAVEL CLERK**
Arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

**TRAVEL CLERK II**
Gathers Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations.

Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

**TRAVEL CLERK III**
Handles frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the
required information. Requires independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

**WORD PROCESSOR**

Uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs.

The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, ad sorting and distributing mail.

**Excluded are:**

1. Typists using automatic or manual typewriters with limited or no text-editing capabilities; workers in these positions are not typically required to use word processing software packages;
2. Key Entry Operators, Accounting Clerks, Sales Clerks, and other clerks who may use automated word processing equipment for purposes other than typing composition;
3. Positions requiring subject-matter knowledge to prepare and edit text using automated word processing equipment.

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.

**WORD PROCESSOR II**

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: (1) Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations. (2) Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions.
Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

**WORD PROCESSOR III**
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.

**COOK (Occupational Base)**
The Cook prepares food, using various cooking methods, i.e., boiling, roasting, baking, broiling, to make suitable for eating.

**COOK I**
The Cook I independently performs moderately difficult tasks in preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.

**COOK II**
The Cook II prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, seasons and cooks all cuts of various meats, fish and poultry, boils, steams or fries vegetables, makes gravies, soups, sauces, roasts, meat pies, fricassee, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.

**DISHWASHER**
The Dishwasher manually or mechanically washes and rinses dishes, glasses and silverware; maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.

**DENTAL ASSISTANT**
Perform office and laboratory duties and provide different types of patient care. Dental assistants must be reliable, work well with others, and have good manual dexterity. In some states, dental assistants must be licensed or registered. They may be required to pass a written or practical exam. Dental assistants who perform specialized duties, such as radiological procedures, may have to
complete the Radiation Health and Safety examination offered by the Dental Assisting National Board (DANB). In a few states, they may also have to pass a state-approved course in radiology.

**DENTAL HYGIENIST**

The dentist and the dental hygienist work together to meet the oral health needs of patients. Since each state has its own specific regulations regarding their responsibilities, the range of services performed by hygienists varies from state to state. Some of the services provided by dental hygienists may include: patient screening procedures; such as assessment of oral health conditions, review of the health history, oral cancer screening, head and neck inspection, dental charting and taking blood pressure and pulse. Taking and developing dental radiographs (x-rays). Removing calculus and plaque (hard and soft deposits) from all surfaces of the teeth. Applying preventive materials to the teeth (e.g., sealants and fluorides). Teaching patients appropriate oral hygiene strategies to maintain oral health; (e.g., toothbrushing, flossing and nutritional counseling). Counseling patients about good nutrition and its impact on oral health. Making impressions of patients' teeth for study casts (models of teeth used by dentists to evaluate patient treatment needs). Performing documentation and office management activities.

**MEDICAL RECORD CLERK**

Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys prepares folders and maintains records of newly admitted patients. Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. This technician will also record diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, type and process birth certificates, assist other workers with coding of records, make copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests to records.

**MEDICAL RECORD TECHNICIAN**

Maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.

**MEDICAL TRANSCRIPTIONIST**
Transcribes medical dictation by physicians and other medical practitioners pertaining to patients’ assessments, diagnostics, therapy and other medical reports. This position usually requires a high school diploma or equivalent and coursework in medical terminology and two years of related work experience. Prospects must be familiar with standard concepts, practices and procedures within a medical field, be able to perform a variety of tasks and utilize limited experience and independent judgment to accomplish goals.

**NUCLEAR MEDICAL TECHNOLOGIST**
Explain imaging procedures to the patient and answer questions. Follow safety procedures to protect themselves and the patient from unnecessary radiation exposure. Examine machines to ensure that they are working properly. Prepare radioactive drugs and administer them to the patient. Monitor the patient to check for unusual reactions to the drugs. Operate equipment that creates images of areas in the body, such as images of organs. Keep detailed records of procedures.

**PHARMACY TECHNICIAN**
A pharmacy technician’s primary job is to receive and fill prescription requests for patients. These prescription requests can come from hospitals, physicians, nurses or directly from the patient. Their work is typically overseen by a licensed pharmacist. The pharmacy tech's job also extends to the daily operation of the pharmacy itself, including interactions with hospitals and patients. Some other, non-medication-related duties include: Preparing insurance claim forms, Maintaining patient profiles. Completing cash register transactions, Answering phones, Taking inventory of over-the-counter medications and Being aware of the latest medicines and their availability.
EXHIBITS SPECIALIST I
Exhibits Specialists bring to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. Performs duties related to the fabrication, finishing and repair of exhibits, while acquiring training in museum or exhibits techniques.

EXHIBITS SPECIALIST II
At this level Exhibits Specialists perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits which require a high degree of manual dexterity and moderate but varied artistic skills. Generally they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. On work which involves several processes or stages of development, the supervisor checks their work at the completion of each phase.

EXHIBITS SPECIALIST III
At this level Exhibits Specialists are responsible for the construction of portions of more complex exhibits, such as models, three dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d)
subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

**ILLUSTRATOR I**
The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, exploded views, functional, perspective and isometric drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary.

**ILLUSTRATOR II**
Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

**ILLUSTRATOR III**
The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium. The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while
Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

LIBRARIAN
Maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. This worker issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. The Librarian also answers correspondence on special reference subjects, may compile list of library materials according to subjects or interests, and may select, order, catalog and classify materials.

LIBRARY AIDE/CLERK
Works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.

LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR
Responsible for all aspects of the library system. Works with library staff to initiate and develop innovative access to electronic resources employing technologies. Provides leadership in the area of information technology infrastructure in support of library services, including planning, implementing and evaluating new technologies. Manage enterprise library applications. Advise and consult with library staff; seek to make library staff independent and proficient users of technology. Manage, plan and administer the library system. Run and create custom reports from library software as needed by library staff; provide statistical reports as requested. Collaborate with library staff with investigating, evaluating, recommending and implementing
technologies for library service. Responsible for installing and maintaining library software including communication with software vendors. Establishes policies and procedures related to data security and integrity. Resolves database performance issues, database capacity issues, backup and other data issues. Keeps abreast of new library technologies and informs library leadership of new trends. Participates in budget planning for technology.

LIBRARY TECHNICIAN
Provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools, such as Library of Congress catalog. The incumbent performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to Librarian. This Technician verifies bibliographic information on order requests, works or directs workers in maintenance of stacks or in section of department or division with tasks such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

COMPUTER OPERATOR I
Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.

COMPUTER OPERATOR II
Includes duties listed for an Operator I, plus: To operate and monitor an electronic digital computer system in advanced data processing and computational applications. Responsible for, under supervision the operation and monitoring of a computer system and peripheral equipment in accordance with established procedures and operational instructions. Operates computers by responding to console messages and handles peripheral equipment such as storage devices printers, card and tape readers, etc., in accordance with operating procedures and program instructions. Reviews program documentation to determine equipment set-up and operational sequences for machine runs. Places information media into input devices. Removes and stores output. Performs related duties. Assists in maintaining operating logs and time-sharing records. Performs or assigns emergency duties to lower level operators on the shift in case of fire, flood or other disasters. May require an associate's degree or its equivalent and at least 2-4 years of experience as a computer operator.
COMPUTER OPERATOR III
Includes duties listed for an Operator I, plus: To operate and monitor an electronic digital computer system in advanced data processing and computational applications. Responsible for, under supervision, the operation and monitoring of a computer system and peripheral equipment in accordance with established procedures and operational instructions. Operates computers by responding to console messages and handles peripheral equipment such as storage devices, printers, card and tape readers, etc., in accordance with operating procedures and program instructions. Reviews program documentation to determine equipment set-up and operational sequences for machine runs. Places information media into input devices. Removes and stores output. Performs related duties. Assists in maintaining operating logs and time-sharing records. Performs or assigns emergency duties to lower level operators on the shift in case of fire, flood or other disasters. May require an associate's degree or its equivalent and at least 3-5 years of experience as a computer operator.

COMPUTER OPERATOR IV
Includes duties listed for an Operator I, plus: To operate and monitor an electronic digital computer system in advanced data processing and computational applications. Responsible for, under supervision, the operation and monitoring of a computer system and peripheral equipment in accordance with established procedures and operational instructions. Operates computers by responding to console messages and handles peripheral equipment such as storage devices, printers, card and tape readers, etc., in accordance with operating procedures and program instructions. Reviews program documentation to determine equipment set-up and operational sequences for machine runs. Places information media into input devices. Removes and stores output. Performs related duties. Assists in maintaining operating logs and time-sharing records. Performs or assigns emergency duties to lower level operators on the shift in case of fire, flood or other disasters. May require an associate's degree or its equivalent and at least 5-7 years of experience as a computer operator.

COMPUTER OPERATOR V
Includes duties listed for an Operator I, plus: To operate and monitor an electronic digital computer system in advanced data processing and computational applications. Responsible for, under supervision, the operation and monitoring of a computer system and peripheral equipment in accordance with established procedures and operational instructions. Operates computers by responding to console messages and handles peripheral equipment such as storage devices, printers, card and tape readers, etc., in accordance with operating procedures and program instructions. Reviews program documentation to determine equipment set-up and operational sequences for machine runs. Places information media into input devices. Removes and stores output. Performs related duties. Assists in maintaining operating logs and time-sharing records. Performs or assigns emergency duties to lower level operators on the shift in case of fire, flood or other disasters. May require an associate's degree or bachelor’s degree or its equivalent and at least 7+ years of experience as a computer operator.
COMPUTER PROGRAMMER I
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. 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. May require an associate's degree in a related area and 0-3 years of experience in the field or in a related area.

COMPUTER SYSTEMS ANALYST I
Provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

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.

MATERIALS 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.

**SHIPPING/RECEIVING CLERK**
Perform clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

**DRAFTER/CAD OPERATOR I**
Prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

**DRAFTER/CAD OPERATOR II**
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.

**DRAFTER/CAD OPERATOR III**
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.

DRAFTER/CAD OPERATOR IV
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 levels.

ENGINEERING TECHNICIAN I
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: (1) Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting; (2) Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data; (3) Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; (4) plotting data and draws simple curves and graphs.

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: (1) Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; (2) 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; (3) 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.

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: (1) constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; (2) Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment; (3) 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; (4) 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; (5) 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.

ENGINEERING TECHNICIAN IV
Performs non-routine assignments of substantial variety and complexity, 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: (1) 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); (2) 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; (3) 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.
ENGINEERING TECHNICIAN V
Performs non-routine assignments of substantial variety and complexity, 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: (1) 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); (2) 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; (3) 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.

ENGINEERING TECHNICIAN VI
Performs non-routine assignments of substantial variety and complexity, 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: (1) 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); (2) 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; (3) 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.

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PARALEGAL/LEGAL ASSISTANT (Occupational Base)
Performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.

PARALEGAL/LEGAL ASSISTANT I
Works under close supervision with required assistance readily available. Persons in this position typically perform the following:
(1) Consult prescribed sources of information for facts relating to matters of interest to the program;
(2) Review documents to extract selected data and information relating to specific items;
(3) Review and summarize information in prescribed format on case precedent and decisions;
(4) Search and extract legal references in libraries and computer-data banks;
(5) 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.

PARALEGAL/LEGAL ASSISTANT II
At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:
(1) Reviews case materials to become familiar with questions under consideration;
(2) 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;
(3) 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;
(4) Interviews potential witnesses and prepares summary interview reports for the attorney's review;

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(5). 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;
(6). Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents;
(7). Prepares summaries of testimony and depositions;
(8). Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

PARALEGAL/LEGAL ASSISTANT III
At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:
(1). Analyzes and evaluates case files against litigation worthiness standards;
(2). 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;
(3). Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
(4). Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
(5). Interviews relevant personnel and potential witnesses to gather information;
(6). Reviews and analyzes relevant statistics;
(7). Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
(8). Consults with statistical experts on reliability evaluations;
(9). May testify in court concerning relevant data.

PARALEGAL/LEGAL ASSISTANT IV
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:
(1). Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
(2). Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
(3). Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
(4). Selects, summarizes, and compiles comparative data to examine and
Evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
(5). 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;
(6). 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;
(7). Interviews potential witnesses for information and prepares witnesses for court appearances;
(8). Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. (9). Prepares charts, graphs, and tables to illustrate results;
(10). 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;
(11). May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

TECHNICAL WRITER (Occupational Base)
Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials.

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 manufacturers 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.
TECHNICAL WRITER II
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.

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.

**CASHIER**
Receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

**SALES CLERK**
Receives, unpacks, checks, and stores merchandise or materials. Relies on instructions and preestablished guidelines to perform the functions of the job. Works under an immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Requires a high school diploma or 1 years’ experience.

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**561320SBSA – Temporary Staffing Professional Services Descriptions:**

**ATTORNEY I**
The competent, ethical, and diligent representation of clients in all cases involving tort practice, moderate to severe injuries and/or damages, including preparation of pleadings, motions, discovery, and briefs, attendance at hearings, conferences, interviews, trials or
arbitrations, and performance of any other tasks or duties necessary for the proper representation of clients. Consulting with and rendering opinions to members of the Claims Departments concerning the legal aspects of the handling of personal injury claims. Maintaining and updating computerized litigation support systems for assigned caseloads. Four-year college degree, law school degree, and member in good standing of the State Bar.

ATTORNEY II
Associate with 2-5 years’ experience in complex business litigation. We seek highly qualified candidates with excellent academic credentials and superb research and writing skills. Top candidates will have substantial experience with complex motion practice, depositions, and some trial or arbitration experience.

LEGAL ASSISTANT
Works under close supervision with required assistance readily available. Persons in this position typically perform the following: Consult prescribed sources of information for facts relating to matters of interest to the program; Review documents to extract selected data and information relating to specific items; Review and summarize information in prescribed format on case precedent and decisions; Search and extract legal references in libraries and computer-data banks; 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.

PARALEGAL
Reviews case materials to become familiar with questions under consideration; 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; 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; Interviews potential witnesses and prepares summary interview reports for the attorney's review; 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; Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents; Prepares summaries of testimony and depositions; Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.