



**CMW and Associates Corporation**  
(DBA: CMW & Associates)  
Woman-Owned  
EDWOSB, WOSB, Small Disadvantaged Business

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

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

Schedule Title: **736 - Temporary Administrative and Professional Staffing Services (TAPS)**  
FSC Group: 736

Contract Number: **GS-07F-0263N**

Contract Period: **Feb 01, 2003 – Jan 31, 2018**

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempservices>.

Contractor: **CMW and Associates Corporation**  
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Registered in SAM and ORCA

**CONTRACTOR'S ADMINISTRATION SOURCE:**

**Jonathan Johnson, Controller**  
[jonathan.j@cmwassoc.com](mailto:jonathan.j@cmwassoc.com)

**CUSTOMER INFORMATION:**

**1a. Table of awarded special item numbers (sins)**

<u>SIN</u>	<u>Description</u>
736 1	Administrative Support and Clerical Occupations
736 2	Automatic Data Processing Occupations
736 4	Information and Arts Occupations, including Miscellaneous Occupations
736 5	Technical and Professional Occupations

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**1b. Lowest priced model number and price for each sin:** N/A

**1c. Hourly rates and description of all corresponding commercial job titles, experience, functional responsibility and education:** All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

**2. Maximum Order Limitation** \$100,000 per SIN

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement or (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. Minimum Order Quantity** \$100

Unless the contractor agrees to accept a smaller order amount.

**4. Geographic Coverage**

The preponderance of work location has been identified as:

Oakland, CA, Wage Determination No. 2005-2051, Revision 11 dated 06/13/2011

Service in an area with lower SCA rates, resulting in lower wages being paid, will have the bill rates for that task order discounted accordingly from the approved pricing spreadsheet (baseline). CMW shall never offer bill rates to any customer that have been deemed higher than those included on the approved pricing spreadsheet prior to the request (and subsequent receipt or award) of a modification for the area with the higher pricing.

**5. Point(s) of production:** N/A

**6. Discount from list prices:** N/A

**7. Quantity discount(s):** N/A

**8. Prompt Payment Terms:** Net 30

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

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

**10. Foreign items:** none

**11.a. Time of delivery:** N/A

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- 11.b. **Expedited delivery:** N/A
- 11.c. **Overnight and 2-day delivery:** N/A
- 11.d. **Urgent Requirments:** Agencies can contact the contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB Point:** N/A
- 13a. **Ordering Address:** same as contractor address. customer should contact contractor for additional addresses.
- 14. **Payment Address:** same as contractor address.
- 15. **Warranty Provision:** standard commercial warranty. customer should contact contractor for a copy of the warranty.
- 16. **Export packing charges:** N/A
- 17. **Terms and conditions of government purchase card acceptance:** none.
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if available):** N/A
- 20.a. **Terms and conditions for any other services (if applicable):** N/A
- 21. **List of service and distribution points (if applicable):** N/A
- 22. **List of participating dealers (if applicable):** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24.a. **Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24.b. **Section 508 compliance for EIT:** N/A
- 25. **DUNS NUMBER:** 008279122
- 26. **Notification regarding registration in System for Award Management (SAM) database:** Contractor has an Active Registration in the SAM database.

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**Price List: Non-Professional Positions**

Based on Wage Determination No. 2005-2051 - CA Counties of Alameda, Contra Costa

(N) Non-Professional Positions – may or may not require a degree. These positions fall under SCA and are subject to Wage Determination.

<b>Skill Category 736-1</b>		<b>GSA Price</b>
01011	Accounting Clerk I	\$35.05
01012	Accounting Clerk II	\$38.68
01013	Accounting Clerk III	\$42.58
01020	Administrative Assistant	\$56.29
01051	Data Entry Operator I	\$30.92
01052	Data Entry Operator II	\$33.20
01070	Documentation Preparation Clerk	\$30.90
01111	General Clerk I	\$31.73
01112	General Clerk II	\$34.06
01113	General Clerk III	\$38.42
01261	Personnel Assistant I	\$38.15
01262	Personnel Assistant II	\$42.05
01263	Personnel Assistant III	\$46.15
01270	Production Control Clerk	\$51.65
01280	Receptionist	\$33.91
01311	Secretary Level 1	\$43.57
01312	Secretary Level 2	\$48.09
01313	Secretary Level 3	\$52.93
01531	Travel Clerk I	\$30.95
01532	Travel Clerk II	\$34.11
01533	Travel Clerk III	\$37.72
01611	Word Processor I	\$39.74
01612	Word Processor II	\$43.91
01613	Word Processor III	\$48.43
14043	Computer Operator III	\$46.15
21130	Shipping/Receiving Clerk	\$34.41

<b>Skill Category 736-2</b>		<b>GSA Price</b>
14160	Personal Computer Support Technician	\$50.65

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<b>Skill Category 736-4</b>		<b>GSA Price</b>
24570	Child Care Attendant	\$27.95
24620	Family Readiness & Support Services Coordinator	\$36.87
31043	Driver Courier	\$34.83

<b>Skill Category 736-5</b>		<b>GSA Price</b>
30085	Engineering Technician V	\$64.63
30086	Engineering Technician VI	\$76.96
30090	Environmental Technician	\$49.92
30361	Paralegal / Legal Assistant I	\$42.94
30362	Paralegal / Legal Assistant II	\$52.50
30363	Paralegal / Legal Assistant III	\$62.98
30364	Paralegal / Legal Assistant IV	\$75.06
30461	Technical Writer I	\$47.87
30462	Technical Writer II	\$57.90
30463	Technical Writer III	\$68.19

**Price List: Professional Positions – Nationwide**

(P) Professional Positions – Generally require a degree or equivalent experience. These positions do not fall under SCA.

<b>Position</b>	<b>GSA Price</b>
Accountant (I)	\$36.87
Accountant, Senior (IV)	\$61.07
Attorney (III)	\$116.66
Automation Medical Records / Document Security Admin III	\$35.48
Budget Data Entry / Budget Analyst I	\$38.36
Building Technician / Property Manager	\$67.42
Concierge / Meeting Event Director	\$71.70
Contract Administrator / Contracts Admin II	\$45.33
Data Analyst / Client/Server Programmer I	\$49.32
Defense Travel Systems Training / Training Specialist II	\$42.29
Electrical Engineer / Electrical Engineering Tech II	\$43.33
Electrical Engineer, Sr. / Electrical Engineering Tech III	\$51.71

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**Price List: Professional Positions – Nationwide (Continued)**

Position	GSA Price
Environmental Engineer (III)	\$67.54
Environmental Engineer, Sr (V)	\$94.40
FAC Coordinator / PR Specialist II	\$43.44
FAC Specialist / PR Specialist I	\$34.33
Financial Analyst 1	\$42.43
Financial Analyst 2	\$52.75
Financial Analyst 3	\$64.16
Financial Analyst 4	\$73.86
Help Desk Specialist	\$45.62
Help Desk Specialist, Jr	\$38.99
Jr Systems Analyst / Application Systems Analyst I	\$47.47
Logistics & Supply Admin / Inventory Control Analyst Sr	\$38.05
Logistics Services / Inventory Control Manager	\$63.67
Materials Control Manager	\$59.93
Mechanical Engineer / Mechanical Engineering Tech III	\$58.32
Officer Development / Training Analyst	\$55.40
PC Support Tech / LAN Wan Integrator	\$72.99
Program Manager	\$113.97
Project Manager	\$86.94
Property Manager (or Asst.)	\$67.42
Senior Systems Analyst / Application Systems Analyst V	\$79.18
Systems Analyst / Application Systems Analyst III	\$69.29
Underwriter	\$58.40
Weapons Integration / Business Systems Analyst II	\$51.78
Webmaster	\$58.92

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**Labor Category Descriptions: Non-Professional Positions**

(N) Non-Professional Positions – May or may not require a degree. Non-Professional positions fall under SCA and are subject to Wage Determination.

**Substitute for Education Requirement Policy**

CMW recognizes varying levels of education and experience in their position descriptions. CMW maintains that many times experience is as or more important than formal education. Therefore, it is policy to substitute two years of related experience or industry recognized certification for one or more years of higher education.

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

This category includes occupations concerned with preparing, transcribing, transferring, systematizing, and preserving both written and computerized communications and records; gathering and distributing information. The duties in this category also include: operating office machines; storing, distributing, accounting for stores of materials; distributing mail and delivering messages. Performing other administrative support and clerical duties may be required.

**ACCOUNTING CLERK (Occupational Base)**

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings. This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

**01011 ACCOUNTING CLERK I (N)**

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks / duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

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**01012 ACCOUNTING CLERK II (N)**

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

**01013 ACCOUNTING CLERK III (N)**

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

**01020 ADMINISTRATIVE ASSISTANT (N)**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

**DATA ENTRY OPERATOR (Occupational Base)**

This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment.

Positions are classified into levels based on the following definitions:

**01051 DATA ENTRY OPERATOR I (N)**

This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such

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as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

**01052 DATA ENTRY OPERATOR II (N)**

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

*Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.*

**01070 DOCUMENT PREPARATION CLERK (N)**

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

**01110 GENERAL CLERK (Occupational Base)**

The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, or mailing machine).

**01111 GENERAL CLERK I**

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

**01112 GENERAL CLERK II**

This position requires familiarity with the terminology of the office unit and a basic knowledge in the assigned area of work. The 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. In this position data entry and basic computer knowledge may be required along with attention to detail and a high level of accuracy.

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**01113 GENERAL CLERK III**

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. In this position data entry and basic computer knowledge are required along with attention to detail and a high level of accuracy.

**PERSONNEL ASSISTANT (Occupational Base)**

This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited aspects of personnel professional work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third party benefit vendors. Excluded are workers who primarily compute and process payrolls.

**01261 PERSONNEL ASSISTANT I (N)**

This position will perform a variety of tasks including clerical and secretarial duties. The person in this position 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 I is under general supervision of higher-level personnel in preparation of various human resource tasks. High School education required.

**01262 PERSONNEL ASSISTANT II (N)**

This position will provide clerical expertise in processing complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. This person must possess a high level of confidentiality. Personnel Assistant II 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. Any completed written work receives close technical review from higher level personnel office employees. Work may be checked occasionally. Prior experience of 2-4 years is required. Associates degree in human resources or related field preferred.

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**01263 PERSONNEL ASSISTANT III (N)**

This position performs work in support of human resource professionals that requires a sound working knowledge of personnel procedures, guides, and precedents. This person must possess a high level of confidentiality. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives. Minimum of 5 years prior experience required. Bachelors degree in human resources or related field preferred.

**01270 PRODUCTION CONTROL CLERK**

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. 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 may include: production reports, maintaining files, compiling detailed production sheets or work tickets for use by production workers. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records, prepares requisitions for procurement of materials and supplies, and charts production. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

**01280 RECEPTIONIST (N)**

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

**01310 SECRETARY (Occupational Base)**

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an

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understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

**01311 SECRETARY LEVEL I**

At this level:

- Organizational structure is not complex and internal procedures are simple and informal.
- Duties are routine and done independently, selecting guideline that fits the specific case. Follows specific instructions. Duties may include referring calls, control mail and assure timely response, send form letters, maintain office calendar, make appointments, schedule meeting rooms, review documents, maintain recurring reports, order supplies.

**01312 SECRETARY LEVEL II**

At this level:

- Organizational structure is complex and divided into subordinate groups. Internal procedures are formal.
- Handles differing situations according to general instructions, priorities, etc. Duties may include screening calls and responding directly to information requests, schedule appointments without prior clearance, arrange conferences and meetings, take minutes and report on proceedings, review documents for internal consistency and conformance, assure proper clearances have been obtained, explain office requirements to subordinates.

**01313 SECRETARY LEVEL III**

At this level:

- Organizational structure is divided into two or more subordinate supervisory levels, with subdivisions at each level. Requires 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. Secretary III 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.
- Higher degree of judgment and initiative are used at this level. Duties may include composing correspondence on own initiative, anticipate and prepare necessary materials, inform supervisor on matters to consider, read publications and take appropriate action, prepare reports, advise subordinates, shift clerical staff to accommodate workloads.

**01530 TRAVEL CLERK (Occupational Base)**

This position 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

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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.

**01531 TRAVEL CLERK I**

Performs assigned duties under close supervision or following specific procedures and detailed instructions, Travel Clerk I 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.

**01532 TRAVEL CLERK II**

Travel usually involves the use of two or more modes of transportation using information that is readily available. Travel Clerk II handles problems that arise. Within general guidelines, employee selects and applies appropriate travel guides, methods, and techniques to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problems are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

**01533 TRAVEL CLERK III**

At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Travel Clerk III handles diverse routings, rerouting, re-planning, or rearranging, and side trips requiring changes in modes of travel and difficult routing and scheduling connections. Travel Clerk III uses information that is often difficult to obtain. The incumbent is characterized by 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 (OCCUPATIONAL BASE)**

This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of 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. **Excluded are:** a. Typists using automatic or manual typewriters with limited or no text-editing capabilities; b. Key Entry Operators, Accounting Clerks, Sales Clerks, and other clerks who may use automated word processing equipment for purposes other than typing composition; c. Positions requiring subject-matter knowledge.

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**01611 WORD PROCESSOR I (N)**

This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

**01612 WORD PROCESSOR II (N)**

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different software types, or knowledge of specialized or technical terminology to perform typical duties: a) Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing, formatting and standardizing headings, margins, and indentations. b) Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices.

Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects.

**01613 WORD PROCESSOR III (N)**

This position requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

**21130 SHIPPING/RECEIVING CLERK**

The Shipping/Receiving Clerk performs 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 may include: 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. Receiving duties may include: verifying the correctness of incoming shipments by verifying items and quantities unloaded, 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.

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**SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS  
and INFORMATION TECHNOLOGY OCCUPATIONS**

This category includes occupations concerned with the utilization of the computer in the analysis and solution of business, scientific, engineering and other technical problems to include the following: operating electronic, optical, and electro-mechanical machines that record, store, process, and transcribe data from magnetic tape or other sources to solve mathematical, engineering, accounting, or technical problems, to keep records or to supply information; programming computer languages to perform mathematical, engineering and scientific computations or auditing, payroll, mailing list and text handling functions; and storing and retrieving computer files.

**14043 COMPUTER OPERATOR III**

The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines. In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

**14160 PERSONAL COMPUTER SUPPORT TECHNICIAN (N)**

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

**736-4 INFORMATION AND ARTS OCCUPATIONS**

This category includes occupations concerned with the communication of information and ideas through audio, visual, or pictorial means, the collection, custody, presentation, display, and interpretation of art works, cultural objects, and other artifacts, or a branch of fine or applied arts such as industrial design, interior design, or musical composition.

**24570 CHILD CARE ATTENDANT (N)**

This position organizes and leads activities of children in nursery schools, day care centers, and similar organizations; receives children from parents, noting any special instructions parents may provide; helps children remove outer garments, prepares play materials and ensures that play areas, equipment and toys are safe and sanitary; supervises play periods, organizes and

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participates in games, reads to children, distributes toys and play materials; and teaches children simple painting, drawing, handwork, songs and similar activities. This worker attends to physical needs of children, assists them to develop self-help skills; helps children to develop habits of caring for own clothing and picking up and putting away toys and books, and maintains discipline. Work includes the following: consoling upset or distressed children, directing rest periods, preparing and serving meals or snacks. The Childcare Attendant eats with children and observes food intake and needs of children, teaches table manners, and clears tables, ensures that children remain clean, and that each child leaves with parent or authorized individual. This worker may wash, dry, fold, and store bed linens, blankets and diapers.

**24620 FAMILY READINESS AND SUPPORT SERVICES COORDINATOR (N)**

This position will develop and implement a family support program which provides support to families impacted by long and short-term mobilization assignments. Family Readiness and Support Services Coordinator will apply innovative thinking to provide assistance for communications with families, activities that will assist during separation, and identifying family issues and demographic trends. This position establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs. This position must have prior experience in working with and developing Family Readiness Support Program(s). Minimum 5 years experience required. Degree in a psychology, sociology or related field recommended.

**31043 DRIVER / COURIER (N)**

The Driver / Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

**SIN 736-5 TECHNICAL OCCUPATIONS**

This category includes occupations concerned with providing technical assistance to engineers and scientists in laboratory and production activities as well as occupations concerned with independently operating and servicing technical equipment and systems. Characteristic of occupations in this category is the requirements for a knowledge of scientific, engineering, and mathematical theories, principles and techniques that are less than full professional knowledge but which, nevertheless, enables the technician to understand how and why a specific device or system operates. The technician solves practical problems encountered in fields of specialization, such as those concerned with development of electrical and electronic circuits, and establishment of testing methods for electrical, electronic, electro-mechanical, and hydro-mechanical devices and mechanisms. Work involves the application of engineering principles in solving design, development, and modification problems of parts or assemblies for products or systems, and application of natural and physical science principles to basic or applied research problems in

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fields, such as metallurgy, chemistry, and physics. The technician may perform technical procedures and related activities independently. Workers with the title of Technician who are concerned primarily with maintenance and repair are classified with Mechanics and Maintenance and Repair Occupations.

**30085 ENGINEERING TECHNICIAN V**

This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following: a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. b. From general guidelines and specifications develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

**30086 ENGINEERING TECHNICIAN VI**

This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering. Complexity of assignments typically requires considerable creativity and judgment. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following: a. Prepares designs and specifications for various complex equipment or systems. b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

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**30090 ENVIRONMENTAL TECHNICIAN (N)**

The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using PH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. This worker may operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

**PARALEGAL / LEGAL ASSISTANT (Occupational Base)**

The Paralegal/Legal Assistant 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. May also require a practical knowledge of subject matter areas related to the agency's substantive programs.

**30361 PARALEGAL / LEGAL ASSISTANT I (N)**

Works under close supervision with required assistance readily available. Persons in this position typically perform the following: a) Consult prescribed sources of information for facts relating to matters of interest to the program; b) Review documents to extract selected data and information relating to specific items; c) Review and summarize information in prescribed format on case precedent and decisions; d) Search and extract legal references in libraries and computer-data banks; e) Attend hearings or court appearances to become informed on

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administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

**30362 PARALEGAL / LEGAL ASSISTANT II (N)**

Exercises more independent judgment than at the level I position. In this capacity the person: a. Reviews case materials to become familiar with questions under consideration; b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; c. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; d. Interviews potential witnesses and prepares summary interview reports for the attorney's review; e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; g. Verifies citations and legal references on prepared legal documents; h. Prepares summaries of testimony and depositions; i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

**30363 PARALEGAL / LEGAL ASSISTANT III (N)**

Participates in the substantive development of cases. In this capacity, the person performs the following: a. Analyzes and evaluates case files against litigation worthiness standards; b. Notes and corrects case file deficiencies before sending the case on to the concerned trial attorney; c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; e. Interviews relevant personnel and potential witnesses to gather information; f. Reviews and analyzes relevant statistics; g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; h. Consults with statistical experts on reliability evaluations; i. May testify in court concerning relevant data.

**30364 PARALEGAL / LEGAL ASSISTANT IV (N)**

Assists in the evaluation, development, and litigation of cases. In this capacity, the person performs the following duties: a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets

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data from various record systems including computer information systems; g. Interviews potential witnesses for information and prepares witnesses for court appearances; h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; i. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

**30461 TECHNICAL WRITER I (N)**

The Technical Writer I will revise or write 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 will receive technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This position will organize material and complete writing assignments 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. High School degree required.

**30462 TECHNICAL WRITER II (N)**

In this capacity, the Technical Writer will revise or write 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. This position will receive assignments 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. The Technical Writer II will access 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

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employee relations releases, or specialize in writing material regarding work methods and procedures. Prior experience of 2-4 years is required.

**30463 TECHNICAL WRITER III (N)**

The Technical Writer III will develop, write, and edit 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.

Specialization in writing material regarding work methods and procedures recommended. Minimum of 5 years prior experience required. Bachelors degree in related field preferred.

<b>Labor Category Descriptions: Professional Positions</b>
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(P) Professional Positions – Generally require a degree or equivalent experience and may require an advance degree or certification in specific field. Professional positions do not fall under SCA.
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**PROPERTY MANAGER (P)**

Professional Property Manger is responsible for the maintenance of a portfolio of properties; directs the buying, selling, and leasing of properties in the portfolio; may manage commercial, industrial, or residential properties; provides information on operating costs as well as the annual budget for the properties. This person is familiar with a variety of the field's concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish goals; and performs a variety of tasks. A wide degree of creativity and latitude is expected in this position, which typically reports to top management.

**Minimum Education:** BS or BA Degree **Minimum Experience/Training:** at least 5 years of experience in the field or in a related area.

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**PROPERTY MANAGER - ASSISTANT (P)**

This position is responsible for the maintenance of a portfolio of properties; directs the buying, selling, and leasing of properties in the portfolio; may manage commercial, industrial, or residential properties; provides information on operating costs as well as the annual budget for the properties. This person is familiar with a variety of the field's concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish goals; and performs a variety of tasks. A wide degree of creativity and latitude is expected in this position which typically reports to top management.

**Minimum Education:** BS or BA Degree and **Minimum Experience/Training:** at least 5 years of experience in the field or in a related area.

**BUILDING TECHNICIAN (P)**

Building Technician is responsible for the maintenance of a portfolio of properties; directs the buying, selling, and leasing of properties in the portfolio; may manage commercial, industrial, or residential properties; provides information on operating costs as well as the annual budget for the properties. This person is familiar with a variety of the field's concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish goals; and performs a variety of tasks. A wide degree of creativity and latitude is expected in this position, which typically reports to top management.

**Minimum Education:** BS or BA Degree **Minimum Experience/Training:** at least 5 years of experience in the field or in a related area.

**CONCIERGE (P)**

Concierge directs the daily operations of the Meeting/Events department; oversees strategy and planning of meetings and special events for an organization; coordinates all amenities and accommodations at the event. Monitors and controls event budgets and negotiates all necessary contracts. This person is familiar with a variety of concepts, practices, and procedures within a particular field; relies on expensive experience and judgment to plan and accomplish goals; and performs a variety of tasks. A wide degree of creativity and latitude is required for this position which typically reports to a top management.

**Minimum Education:** BS or BA Degree in area of specialty or **Minimum Experience / Training:** at least 7 years of experience in the field or in a related area.

**OFFICER DEVELOPMENT / TRAINING ANALYST (P)**

Officer Development researches and develops training programs for an organization; develops methods and materials for training staff and may prepare curriculum such as lectures, ideas for group discussions, demonstrations, and workshops; evaluates training delivery, measures results, and recommends program changes; must stay abreast of new training methods and determine relevancy to company employees. A wide degree of creativity and latitude is expected in this position which typically reports to a manager or head of a unit/department.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** at least 5 years of experience in the field or in a related area.

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**WEAPONS INTEGRATION / BUSINESS SYSTEMS ANALYST (P)**

Reviews, analyzes, and evaluates business systems and user needs; documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. This person 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; and generally works under immediate supervision. Primary job functions do not typically require exercising independent judgment. This person typically reports to a manager.

**Minimum Education:** May require an associate's degree in related area **Minimum Experience / Training:** Up to 2 years of experience in the field or in a related area.

**DEFENSE TRAVEL SYSTEMS TRAINER / TRAINING SPECIALIST (P)**

Designs and conducts company training programs; monitors and reports the effectiveness of training on employees during the orientation period and for career development; involved in initial plan design and existing plan enhancements. Familiar with standard concepts, practices, and procedures within a particular field; relies on limited experience and judgment to plan and accomplish goals; performs a variety of tasks. A certain degree of creativity and latitude is required by this person who works under general supervision and typically reports to a manager.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** 2-5 years of experience in the field or in a related area.

**LOGISTICS AND SUPPLY ADMINISTRATOR / INVENTORY ANALYST (P)**

Schedules and revises shipment plans to ensure efficient distribution of products to satisfy customers; analyzes inventory levels, production speed and product demands to determine reorder levels which will ensure product availability and minimize inventory costs. Familiar with a variety of the field's concepts, practices and procedures; relies on experience and judgment to plan and accomplish goals; and performs a variety of complicated tasks. Wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit / department.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** 4 years of experience in the field or in a related area.

**AUTOMATION MEDICAL RECORDS / DOCUMENT SECURITY ADMIN. (P)**

This position classifies, files, audits, receives, distributes, tracks and maintains system of classified and unclassified company documents according to established procedures and standards for security and document organization. This person is familiar with standard concepts, practices, and procedures within a particular field; relies on experience and judgment to plan and accomplish goals; and performs a variety of tasks. This person works under general supervision and typically reports to a supervisor or manager.

**Minimum Education:** BS or BA Degree may be required, or equivalent and **Minimum Experience / Training:** 4 years of experience in the field or related area.

**LOGISTICS SERVICES / INVENTORY CONTROL MANAGER (P)**

This position ensures adequate inventory of materials and products in accord with inventory cycles and organizational philosophy; conducts daily inventory analysis to solve inventory problems; develops and implements inventory control procedures; coordinates and manages daily

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physical cycle counts; and trains an inventory team. This person relies on experience and judgment to plan and accomplish goals and typically reports to a senior manager.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** 7 years of experience in the field or in a related area.

**PROGRAM MANAGER (P)**

Program Manager Responsibilities include: aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications and financial conditions of contracts; ensures adherence to master plans and schedules, develops solutions to program problems. Ensures projects are completed on time and within budget. This person is familiar with standard concepts, practices, and procedures within a particular field; relies on extensive experience and judgment to plan and accomplish goals; and performs a variety of complex tasks. A certain degree of creativity and latitude is required with this position which typically reports to a unit or department head.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** 10 years of experience in the field or in a related area.

**SYSTEMS ANALYST - JUNIOR (P)**

Assists with and/or performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures; assists with the translation of user automation requirements into hardware, software, and communications requirements, and solutions; provides expertise in the following: 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, electronic publishing tools, techniques, environments, and Internet Web technology.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** 2 years experience in systems analysis and engineering.

**SYSTEMS ANALYST (P)**

Assists with/performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures; assists with the translation of user automation requirements into hardware, software, and communications requirements, and solutions; and provides expertise in the following: 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, electronic publishing tools, techniques, and Internet Web technology.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** 5 years progressively responsible experience in systems analysis and engineering.

**SYSTEMS ANALYST - SENIOR (P)**

Sr. Systems Analyst performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures; translates user automation requirements into hardware, software, and communications

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requirements, and solutions; provides expertise in the following: 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, electronic publishing tools, techniques, environments, and Internet Web technology.

***Minimum Education:*** BS or BA Degree in a related area and ***Minimum Experience / Training:*** 8 years progressively responsible experience in systems analysis and engineering.

**DATA ANALYST / CLIENT SERVER PROGRAMMER I (P)**

This position may be responsible for: assisting higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization; data normalization and analysis; performing elementary fact finding concerning a specified work process and then report findings to higher level staff. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work progress is closely monitored and reviewed in detail upon completion. This person has experience working on complete projects.

***Minimum Experience / Training:*** Two (2) years in either data warehouse or data analysis; at least 4 years total experience in an Information Technology discipline.

**PERSONAL COMPUTER SUPPORT TECHNICIAN / LAN INTEGRATOR (P)**

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

***Minimum Experience / Training:*** Two (2) or more years experience in Help Desk Technologies; extensive experience in a number of PC packages and databases; in PC hardware and PC utility tools, and in supporting outside business entities

**HELP DESK SPECIALIST (Professional)**

The Help Desk Specialist understands concepts related to identification of routine / high priority system problems and assignment of corrective action requirements according to established priority categories. This person coordinates system trouble reports with database analysts, system and application programmers, and functional database managers; and ensures compliance with electronic and physical security procedures and standards.

***Minimum Education:*** Associates Degree in a related area and ***Minimum Experience / Training:*** 2 years progressive experience with general operations and maintenance of IT systems.

**HELP DESK SPECIALIST - JUNIOR (P)**

Jr. Help Desk Specialist understands concepts related to identification of routine / high priority system problems and assignment of corrective action requirements according to established

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priority categories. This person coordinates system trouble reports with database analysts, system and application programmers, and functional database managers; and ensures compliance with electronic and physical security procedures and standards.

***Minimum Education:*** Associates Degree in a related area and ***Minimum Experience / Training:*** Up to 1 year experience with general operations and maintenance of IT systems.

**WEBMASTER (P)**

Webmaster develops and maintains the company's portal; performs backups and ensures user accessibility to the site; monitors site traffic and helps scale site capacity to meet traffic demands performance; and improves company's efficiency and designs the look and feel for the site. This person has a working knowledge of HTML, JavaScript and SQL; relies on experience and judgment to plan and accomplish goals; and performs a variety of tasks.

***Minimum Education:*** BS or BA Degree in a related area and ***Minimum Experience / Training:*** 2 to 4 years experience in the field or in a related area

**ELECTRICAL ENGINEER(P)**

Electrical Engineer is responsible for providing electrical engineering support of the electrical systems and critical facilities infrastructure and technical oversight of all electrical systems. This person may or may not be Registered Professional Engineer.

***Minimum Experience / Training:*** 2 to 8 years experience in the field or related area

**ELECTRICAL ENGINEER - SENIOR (P)**

This position is a Registered Professional Engineer responsible for providing electrical engineering support of the electrical systems and critical facilities infrastructure and technical oversight of all electrical systems.

***Minimum Experience / Training:*** 7 years experience in the field or related area

**MECHANICAL ENGINEER (P)**

Mechanical Engineer is responsible for performing engineering and scientific work in the installation, operation, or inspection of mechanical apparatus and equipment such as boilers, engines, turbines, machine tools, construction machinery, heating and ventilation equipment, and the like, and similar duties with respect to intelligence aspects of foreign activities in mechanical engineering. Candidate will provide mechanical engineering support of the mechanical systems and critical facilities infrastructure and technical oversight of all mechanical systems. This person may or may not be Registered Professional Engineer.

***Minimum Experience / Training:*** 7 years experience in the field or in a related area

**ENVIRONMENTAL ENGINEER (Professional)**

This position is responsible for air, water and soil quality; performs the full range of professional environmental engineering duties within an assigned environmental program involving the protection of public health and/or the protection or restoration of the environment. This person may or may not be Registered Professional Engineer.

***Minimum Experience / Training:*** 2 to 7 years experience in the field or related area

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**ENVIRONMENTAL ENGINEER - SENIOR (P)**

As a registered professional engineer, this person performs professional environmental engineering duties in an assigned program involving the protection of public health and / or the protection of restoration of the environment.

***Minimum Experience / Training:*** 7 years experience in the field or related area

**ATTORNEY (P)**

This position prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc; provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions; is responsible for foreseeing and protecting the company against legal risks. This person is familiar with a variety of the field's concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish goals; and performs a variety of tasks. A wide degree of creativity and latitude is expected in this position.

***Minimum Education:*** Graduate of an accredited law school and admitted into the state bar, and  
***Minimum Experience / Training:*** 5 to 8 years experience.

**ACCOUNTANT (P)**

This position prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses; Reporting organization's finances to management, and offering suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. This person 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. Working under immediate supervision, the primary job functions do not typically require exercising independent judgment; typically reporting to a supervisor or manager.

***Minimum Education:*** Degree in area of specialty recommended and ***Minimum Experience / Training:*** 2 years experience in the field or in a related area.

**ACCOUNTANT - SENIOR (P)**

Sr. Accountant prepares balance sheets, profit and loss statements, and other financial reports; responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses; reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. This person is familiar with a variety of the field's concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish goals; and performs a variety of tasks. A wide degree of creativity and latitude is expected in this position which typically reports to a manager or head of a unit or department.

***Minimum Education:*** BS or BA Degree in a related area and ***Minimum Experience / Training:*** 6 to 8 years experience in the field or in a related area.

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**MATERIALS CONTROL MANAGER (P)**

This position manages and coordinates the distribution of materials for production; performs analysis of materials and determines optimum control levels. This person relies on experience and judgment to plan and accomplish goals and typically reports to a senior manager.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** 5 years of experience in the field.

**FAC SPECIALIST (P)**

FAC Specialist prepares and disseminates information regarding an organization through newspapers, periodicals, television and radio and other forms of media. This person has knowledge of commonly-used concepts, practices, and procedures within a particular

Field; and relies on instructions and pre-established guidelines to perform the functions of the job. The primary job functions do not typically require exercising independent judgment. Working under immediate supervision; this person typically reports to a supervisor or manager.

**Minimum Education:** BS or BA Degree in a related area and **Minimum Experience / Training:** Up to two (2) years of experience in the field or in a related area.

**FAC COORDINATOR (P)**

FAC Coordinator prepares and disseminates information regarding an organization through newspapers, periodicals, television and radio and other forms of media. This person is familiar with standard concepts, practices, and procedures within a particular field; relies on limited experience and judgment to plan and accomplish goals; and performs a variety of tasks. Working under general supervision; this person typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Minimum Education:** BS or BA Degree in a related area may be required and **Minimum Experience / Training:** 2 to 4 years experience in the field or related area.

**CONTRACT ADMINISTRATOR (P)**

This position aids in the preparation of contractual provisions and the administration of contract proposals; and is responsible for preparing bids and negotiating specifications and contractual provisions. This person is familiar with standard concepts, practices, and procedures within a particular field; relies on experience and judgment to plan and accomplish goals; and performs a variety of tasks. Working under general supervision; this position typically reports to a manager.

**Minimum Education:** BS or BA Degree and **Minimum Experience / Training:** 2 to 4 years of experience in the field or in a related area.

**BUDGET DATA ENTRY (P)**

Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits; responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. This person has knowledge of commonly-used concepts, practices, and procedures within a particular field; relies on instructions and pre-established guidelines to perform the

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functions of the job. Working under immediate supervision, primary job functions do not typically require existing independent judgment. Typically reports to a supervisor or manager.

**Minimum Education:** BS or BA Degree and **Minimum Experience / Training:** Up to two (2) years of experience in the field or in a related area.

**PROJECT MANAGER (P)**

This position interfaces with customer, brings knowledge and expertise to projects, manages a team of professionals in providing a wide range of services and managing assigned projects within scope and budget. This position is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.). The person in this position provides leadership to the project team, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel and supervises project leaders, consultants and analysts. This person brings business consulting knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in the overall direction of all project level activities and personnel and mentors consultants and analysts.

**Minimum Education:** BS or BA Degree in a related area and /or **Minimum Experience / Training:** 3 additional year's experience.

**FINANCIAL ANALYST I (P)**

Compiles and analyzes financial information for an organization; develops integrated revenue/expense analyses, projections, reports, and presentations; creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately; identifies trends and developments in competitive environments and presents findings to senior management; performs financial forecasting and reconciliation of internal accounts. This person has knowledge of commonly-used concepts, practices, and procedures within a particular field and relies on instructions and pre-established guidelines to perform the functions of the job. Working under immediate supervision this position typically reports to a supervisor or manager.

**Minimum Education:** BS or BA degree. **Minimum Experience / Training:** Up to 2 years of experience in the field or in a related area.

**FINANCIAL ANALYST II (P)**

This position compiles and analyzes financial information for an organization; develops integrated revenue/expense analyses, projections, reports, and presentations; creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately; identifies trends and developments in competitive environments and presents findings to senior management; performs financial forecasting and reconciliation of internal accounts. This person is familiar with standard concepts, practices, and procedures within a particular field; relies on experience and judgment to plan and accomplish goals; and performs a variety of tasks. Working under general supervision, a certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Minimum Education:** BS or BA degree. **Minimum Experience / Training:** 2 to 4 years of experience in the field or in a related area.

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**FINANCIAL ANALYST III (P)**

This position compiles and analyzes financial information for an organization; develops integrated revenue/expense analyses, projections, reports, and presentations; creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately; identifies trends and developments in competitive environments and presents findings to senior management; performs financial forecasting and reconciliation of internal accounts. This person is familiar with a variety of the field's concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals and performs a variety of complicated tasks. A wide degree of creativity and latitude is expected in this position which typically reports to a manager.

**Minimum Education:** BS or BA degree. **Minimum Experience / Training:** 4 to 7 years of experience in the field or in a related area.

**FINANCIAL ANALYST IV (P)**

Compiles and analyzes financial information for an organization; develops integrated revenue and expense analyses, projections, reports, and presentations; creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately; identifies trends and developments in competitive environments and presents findings to senior management; performs financial forecasting and reconciliation of internal accounts. This person is familiar with a variety of the field's concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish goals; and performs a variety of tasks. A wide degree of creativity and latitude is expected in this position which typically reports to a manager.

**Minimum Education:** BS or BA degree in related area and may be expected to have an advanced degree in a related area. **Minimum Experience / Training:** 7 years of related experience.

**UNDERWRITER (P)**

Perform valuation and/or mortgage credit pre-closing reviews and detailed pre-endorsement review of the appraisal and mortgage credit of test case files. Note if the file is approved or rejected and complete a report. Assign ratings to lenders based on current guidance in accordance with regulations. Evaluate credit risk of the borrower based on regulations. Verify the accuracy of the items and calculations on applicant forms. Assist in determining if loan is insurable and in evaluating the loan application.

**Minimum Education:** BS or BA degree in related area. **Minimum Experience / Training:** 3 years of related experience.

**End of Catalog**  
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