

**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. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule 736 – Temporary, Administrative and Professional Staffing (TAPS) Services

FSC Group: 736

CONTRACT NUMBER: GS-07F-0445T

CONTRACT PERIOD: 01 JUL 2007 thru 30 JUN 2012

CONTRACTOR: Dunhill Personnel of Hawaii, Inc.
1164 Bishop Street, Suite 124 #206
Honolulu, HI 96813
Phone: (808) 524-2550
Fax: (808) 533-2196
Web Site: www.dunstaff.com
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CONTRACTOR'S ADMINISTRATION SOURCE: Nadine Stollenmaier

BUSINESS SIZE: Small Disadvantaged, 8(a), Woman Owned Business



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736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

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

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

*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 contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100.00.

4. GEOGRAPHIC COVERAGE: Hawaii, Statewide

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S): None

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

11a. TIME OF DELIVERY: N/A

- 11b. **EXPEDITED DELIVERY:** N/A
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect 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
- 14. **PAYMENT ADDRESS:** Same as contractor
- 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:** N/A
- 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
- 20a. **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
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A
- 25. **DUNS NUMBER:** 066273657
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in CCR database.

PRICING FOR HAWAII, STATEWIDE

POSITION	GSA BILL RATE
SIN 736-1	
Accounting Clerk I	\$24.63
Accounting Clerk II	\$27.65
Accounting Clerk III	\$32.46
Administrative Assistant	\$50.59
Document Preparation Clerk	\$23.99
Duplicating Machine Operator	\$26.15
General Clerk I	\$23.86
General Clerk II	\$25.90
General Clerk III	\$28.80
Messenger Courier	\$22.86
Order Clerk I	\$25.20
Order Clerk II	\$27.26
Personnel Assistant (Employment) I	\$29.44
Personnel Assistant (Employment) II	\$34.85
Personnel Assistant (Employment) III	\$38.13
Production Control Clerk	\$36.23
Receptionist	\$26.73
Secretary I	\$34.47
Secretary II	\$37.57
Secretary III	\$42.01
Service Order Dispatcher	\$25.49
Travel Clerk I	\$26.16

Travel Clerk II	\$28.03
Travel Clerk III	\$29.91
Word Processor I	\$26.15
Word Processor II	\$28.31
Word Processor III	\$33.84
Desk Clerk	\$31.46
SIN 736-2	
Data Entry Operator I	\$22.89
Data Entry Operator II	\$27.15
Computer Operator I	\$31.27
Computer Operator II	\$34.03
Computer Operator III	\$40.06
Computer Operator IV	\$43.39
Computer Operator V	\$47.79
Personal Computer Support Technician	\$43.39
SIN 736-3	
Elevator Operator	\$25.97
Housekeeping Aide	\$30.17
Janitor	\$25.97
Maid or Houseman	\$28.72
Material Coordinator	\$43.24
Material Expediter	\$43.24
Material Handling Laborer	\$36.77
Order Filler	\$29.83
Production Line Worker (Food Processing)	\$32.21

Shipping Packer	\$33.36
Shipping/Receiving Clerk	\$31.68
Store Worker I	\$26.41
Stock Clerk	\$36.22
Tools And Parts Attendant	\$37.77
Warehouse Specialist	\$37.77
Electronics Technician Maintenance I	\$51.86
Electronics Technician Maintenance II	\$54.49
Electronics Technician Maintenance III	\$57.25
Laborer	\$28.74
Bus Aide	\$25.07
Driver Courier	\$28.28
Parking and Lot Attendant	\$17.72
Truckdriver, Light	\$28.28
Gate Attendant/Gate Tender	\$24.34
Park Attendant (Aide)	\$26.97
Recreation Aide/Health Facility Attendant	\$20.25
SIN 736-4	
Exhibits Specialist I	\$38.00
Exhibits Specialist II	\$44.75
Library Aide/Clerk	\$23.10
Library Technician	\$32.25
Photographer I	\$25.34
Video Teleconference Technician	\$28.95
SIN 736-5	

Breath Alcohol Technician	\$36.72
Medical Record Clerk	\$31.82
Medical Record Technician	\$35.28
Environmental Technician	\$35.09
Paralegal/Legal Assistant I	\$33.73
Paralegal/Legal Assistant II	\$39.15
Paralegal/Legal Assistant III	\$47.42
Paralegal/Legal Assistant IV	\$56.88
Technical Writer I	\$35.00
Technical Writer II	\$42.34
Technical Writer III	\$50.78

LABOR CATEGORY DESCRIPTIONS

SIN 736-1

(N) ACCOUNTING CLERK I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.

(N) ACCOUNTING CLERK II

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area.

(N) ACCOUNTING CLERK III

Uses a knowledge of double entry bookkeeping in performing one or more of the following: posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area.

(N) ADMINISTRATIVE ASSISTANT

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Requires a high school diploma with 0-2 years of experience in the field or in a related area.

(N) DOCUMENT PREPARATION CLERK (Document Preparer)

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machines. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction worker)

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. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

Requires a high school diploma with 2-4 years of experience in the field or in a related area.

(N) GENERAL CLERK I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.

(N) GENERAL CLERK II

Follows a number of 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, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area.

(N) GENERAL CLERK III

Work requires a familiarity with the terminology of the office unit. 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.

Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area.

(N) MESSENGER COURIER

Picks up and delivers packages. May also be expected to distribute and route mail and packages. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) ORDER CLERK I

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) ORDER CLERK II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area.

(N) PERSONNEL ASSISTANT (EMPLOYMENT) I

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfers, and hires, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees, some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher-level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

Requires a high school diploma with 0-2 years of experience in the field or in a related area.

(N) PERSONNEL ASSISTANT (EMPLOYMENT) II

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher-level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

Requires a high school diploma with 2-4 years of experience in the field or in a related area.

(N) PERSONNEL ASSISTANT (EMPLOYMENT) III

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to Level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.

Requires a high school diploma with at least 5 years of experience in the field or in a related area.

(N) 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, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriters and other devices. 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 adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. 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. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) RECEPTIONIST

Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or

in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) SECRETARY I

Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff, controls mail and assures timely staff response; may send form letters;
2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Requires a high school diploma with 0-2 years of experience in the field or in a related area.

(N) SECRETARY II

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:

1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, non technical correspondence in own or supervisor's name;
2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;
5. Explains to subordinate staff supervisor's requirements concerning office procedures. coordinates personnel and administrative forms for the office and forwards for processing.

Requires a high school diploma with 2-4 years of experience in the field or in a related area.

(N) SECRETARY III

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:

1. Based on knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
4. Prepares 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;
5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

Requires a high school diploma with at least 5 years of experience in the field or in a related area.

(N) SERVICE ORDER DISPATCHER

Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.

Requires a high school diploma with 2-4 years of experience in the field or in a related area.

(N) TRAVEL CLERK I

Under close supervision or following specific procedures and detailed instructions, arranges travel on one and sometimes two modes of transportation. Travel is almost always 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.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) TRAVEL CLERK II

Travel usually involves the use of two or more modes of transportation. 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 through the use of readily obtainable timetables or guides.

Travel is frequently recurrent. A substantial number of problems arise as a result 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.

Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work 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.

Requires a high school diploma or its equivalent with 3-5 years of experience in the field or in a related area.

(N) TRAVEL CLERK III

At this level, all major modes of transportation are used, and 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. Routings are diverse and there is a necessity for 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.

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 responsible as the principal point of liaison with other elements and with carriers and other facilities.

May require a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area.

(N) WORD PROCESSOR I

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. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area.

(N) 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:

Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.

Transcribing scientific reports, lab analyses, 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.

Requires a high school diploma or its equivalent and 2-4 years of experience in the field or in a related area.

(N) 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.

Requires a high school diploma or its equivalent and at least 4 years of experience in the field or in a related area.

(N) DESK CLERK

Performs any combination of the following duties for guests of hotel, motel, or other lodging facility: Registers and assigns rooms to guests. Issues and receives room keys. Date-stamps,

sorts, and racks incoming mail and messages. Receives and transmits messages, using equipment such as telephone switchboard, console, telegraph, and Teletype. Answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions. Keeps records of room availability and guests' accounts. Computes bill, collects payment, and makes change for guests. Makes and confirms room reservations. May post charges such as room, food, liquor, or telephone to cash books by hand or machine. May make restaurant, transportation, or entertainment reservations, and arrange for tours. May deposit guests' valuables in safe or safe-deposit box. May sell tobacco, candy, and newspapers.

May require a high school diploma or its equivalent and 2-4 years of related experience.

SIN 736-2

(N) DATA ENTRY OPERATOR I

Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area.

(N) DATA ENTRY OPERATOR II

Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area.

(N) COMPUTER OPERATOR I

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

May require an associate's degree or its equivalent and 0-3 years of experience in the field or in a related area.

(N) COMPUTER OPERATOR II

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

May require an associate's degree or its equivalent and 2-5 years of experience as a computer operator.

(N) COMPUTER OPERATOR III

Processes a range of scheduled routines, in addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

May require an associate's degree or its equivalent and at least 5 years of experience as a computer operator.

(N) COMPUTER OPERATOR IV

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

May require an associate's degree in a related area and at least 5 years of experience in the field.

(N) COMPUTER OPERATOR V

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

May require an associate's degree in a related area and at least 8 years of experience in the field.

(N) PERSONAL COMPUTER SUPPORT TECHNICIAN

Answer user inquiries regarding computer software or hardware operation to resolve problems. Enter commands and observe system functioning to verify correct operations and detect errors. Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications. Oversee the daily performance of computer systems. Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software. Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities. Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support. Confer with staff, users, and management to establish requirements for new systems or modifications. Refer major hardware or software problems or defective products to vendors or technicians for service.

May require an associate's degree or its equivalent and 2-5 years of experience in the field or in a related area.

SIN 736-3

(N) ELEVATOR OPERATOR

Operates elevator to transport passengers or freight between floors of a building such as a department store, hotel, office building, apartment house, or manufacturing plant. Pushes buttons or moves levers on signal or instructions from passengers or others to control movement of elevator. Opens and closes safety gate and elevator door at each floor where stop is made. May supply information to passengers concerning location of offices, merchandise, and individuals. May distribute mail to various floors, answer telephone, and prevent unauthorized persons from entering building. May load or unload freight or assist other employees to do so. May transport freight from elevator to designated area, using hand truck. May sweep or vacuum elevator.

Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area.

(N) HOUSEKEEPING AIDE

Cleans and supplies patient rooms, wards, nursing stations, lounges, lavatories, bathrooms, offices, and any other areas, as assigned, in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning devices such as light mops, small wringers, dusters, household-type vacuum cleaners, and other necessary tools, chemicals, and supplies. Performs specific cleaning tasks, including dusting horizontal surfaces; emptying waste baskets and removing trash; damp-wiping furniture; cleaning and polishing metal and porcelain bathroom fixtures; dry-mopping and sanitizing floors of rooms and offices; spot-cleaning walls and windows; replenishing room supplies; making beds; and sorting and distributing linen. Assists in cleaning emergency spills observed or on request. Maintains assigned equipment for cleanliness and has repairs made when needed. Reports needed repairs to equipment, furniture, building, and fixtures. In case of fire or other internal emergency assists in escorting ambulatory patients to exits. In case of a community disaster assists nurses in making extra beds, and performs other duties as assigned.

May require a high school diploma or its equivalent. No experience necessary.

(N) JANITOR

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

1. Workers who specialize in window washing.
2. Housekeeping staff who make beds and change linens as a primary responsibility.
3. Workers required to disassemble and assemble equipment in order to clean machinery.
4. Workers who receive additional compensation to maintain sterile facilities or equipment.

May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) MAID OR HOUSEMAN

Cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: Dusts and cleans venetian blinds, furniture, and other surfaces. Sorts, counts, folds, marks, or carries linens. Turns mattresses and makes beds. Moves and arranges furniture and hangs drapes. Cleans and polishes metalwork and porcelain bathroom fixtures. Spot-cleans walls and windows. Empties wastebaskets and removes trash. Removes soiled linens for laundering. Replenishes room supplies. Reports need for repairs to equipment, furniture, building and fixtures.

May require a high school diploma or its equivalent. No experience necessary.

(N) MATERIAL COORDINATOR

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. 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. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system.

May maintain employee records.

Requires a bachelor's degree with 5 years of experience in the field.

(N) MATERIAL EXPEDITER

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

Requires a bachelor's degree with 5 years of experience in the field.

(N) MATERIAL HANDLING LABORER

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;
4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (longshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

May require a high school diploma with 0-3 years of experience in the field or in a related area.

(N) FILLER ORDER

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area.

(N) PRODUCTION LINE WORKER (FOOD PROCESSING)

An employee employed in a food processing plant whose duties involve several of the following: Loading and unloading commodities from rail cars, trucks, or other conveyances; placing merchandise in proper storage location and transporting the merchandise by hand truck, push-pull, or forklift; blends merchandise ingredients into pre-determined quality by heating, mixing, re-heating, etc.; monitors blending operation to ensure that finished products meets customer's requirements; monitors flow of product into appropriate container; labels container with identifying information supplied by customer; places containers into appropriate shipping container (must have knowledge of various types and sizes of shipping containers and special requirements of customers.)

Requires a high school diploma with 2-4 years of experience in the field or in a related area.

(N) SHIPPING PACKER

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates.

May require a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area.

(N) 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, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. 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; preparing and keeping records of goods received.

Requires a high school diploma or equivalent with 0 - 2 years experience.

(N) STORE WORKER I

Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.

May require a high school diploma or its equivalent. No experience necessary.

(N) STOCK CLERK (Shelf Stocker; Store Worker II)

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.

Requires a high school diploma with 0-2 years experience.

(N) TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.

May require a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area.

(N) WAREHOUSE SPECIALIST (Warehouse Worker)

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts.

Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area.

(N) ELECTRONICS TECHNICIAN, MAINTENANCE I

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

May be required to complete an apprenticeship and/or formal training in area of specialty. May require 0-3 years of experience in the field or in a related area.

(N) ELECTRONICS TECHNICIAN, MAINTENANCE II

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

Receives technical guidance, as required, from supervisor or higher-level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

May be required to complete an apprenticeship and/or formal training in area of specialty. May require 2-5 years of experience in the field or in a related area.

(N) ELECTRONICS TECHNICIAN, MAINTENANCE III

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

Work typically requires a detailed understanding of the interrelationships of circuits. Exercises

independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

May be required to complete an apprenticeship and/or formal training in area of specialty. May require at least 5 years of experience in the field or in a related area.

(N) LABORER

Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power Lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.

May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) GATE ATTENDANT/GATE TENDER

Ability to make correct change, to operate an adding machine and cash register, and ability to follow directions. Ability to establish and maintain positive working relationships with those contacted in the course of work at all levels, including a culturally diverse public, with a focus on quality service to internal and external customers.

May require a high school diploma or its equivalent and 0-2 years of related experience.

(N) PARK ATTENDANT (AIDE)

Assists in operation of State or national park, monument, historic site, or recreational area, performing a combination of clerical and other duties. Greets visitors at facility entrance, and hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. Assigns campground or recreational sites. Collects fees, fills out camping and visitor permits, and maintains register of campers and visitors. Maintains campgrounds and other areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. Replenishes fire wood, and assists in maintaining camping and recreational areas in clean and orderly condition. Conducts tours of premises, and answers visitors' questions when stationed at historic park, site or monument. Operates projection and sound equipment and assists in presentation of interpretive programs. Provides simple first aid treatment to visitors injured on premises, and assists persons with more serious injuries to obtain appropriate medical care.

Participates in carrying out fire-fighting or conservation activities. Assists other workers in activities concerned with restoration of buildings and other facilities, or excavation and presentation of artifacts when stationed at historic or archeological site.

Keeps a record of all complaints and criticisms of park facilities. Reports maintenance items to superior.

Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area.

(N) RECREATION AIDE/HEALTH FACILITY ATTENDANT

Assists Recreation Specialist in conducting recreation activities in community center or other voluntary recreation facility: Arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities, such as banquets, wedding receptions, parties, group meetings, or sports events. Welcomes visitors and answers incoming telephone calls. Notifies patrons of activity schedules and registration requirements. Monitors spectators and participants at sports events to ensure orderly conduct. Receives, stores, and issues sports equipment and supplies. May keep attendance records or scores at sporting events, operate audiovisual equipment, monitor activities of children during recreational trips or tours, or perform other duties as directed by Recreation Specialist.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area

(N) BUS AIDE

Assists the bus driver in maintaining good student conduct on the bus. Assists in loading and unloading passenger and special equipment. Assures that students get on and off the bus in an orderly fashion. Carry out such other duties and responsibilities as may be assigned.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) DRIVER COURIER

Delivery drivers use light vans, cars, utilities, motor bikes, scooters and bicycles to pick up and deliver goods, usually over short distances. A delivery driver may perform the following tasks: drive the vehicle into position for loading or unloading, assist with loading or unloading to make sure goods are correctly stowed, check loading documents, plan the shortest delivery route and drive the vehicle to the destination, use a two-way radio, and possibly data screens in some vehicles, to keep in contact with the depot or base, arrange unloading and obtain a receipt for goods delivered, handle cash and give correct change to customers, report vehicle maintenance needs, hand-deliver goods.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

(N) PARKING AND LOT ATTENDANT

Operates daily activity in a parking lot. Checks vehicles in and out of lot. May be required to move and/or park vehicles. Controls authorized entry and use of lot. Refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.

May require a high school diploma or its equivalent and 0-2 years of related experience.

(N) TRUCKDRIVER, LIGHT TRUCK

Straight truck, under 1 1/2 tons, usually 4 wheels.

Must be licensed to operate a truck. Licensing requirements depend on the state. Must have a "satisfactory" driving record.

SIN 736-4

(N) EXHIBITS SPECIALIST I

At this level 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.

May require an associate's degree and 0-2 years of experience in the field or in a related area.

(N) 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.

Requires an associate's degree and 2-4 years of experience in the field or in a related area.

(N) LIBRARY AIDE

Initially under close supervision, incumbents perform a variety of routine manual and related clerical support tasks. As experience and proficiency are gained, assignments become more varied and may require the use of judgment and independence within clearly established guidelines. Library Aides may be assigned primarily to one task or may alternate between tasks

as the need arises. This class is distinguished from Library Assistant in that the latter independently performs more responsible clerical library support tasks.

Performs a variety of routine manual library support tasks including, sorting, shelving, stacking, retrieving a wide variety of library materials; also processing returned materials, and maintaining such materials according to alphabetical, numerical and categorical systems; Conducts shelf reading for accuracy and shifting and transporting books and other library materials to assigned areas of the library as directed; Runs errands as needed, assisting in keeping all areas of the library in a clean, neat, and orderly condition and assisting in a variety of special projects and services as assigned; Performs basic clerical tasks in support of technical support services, including performing simple mending, labeling, jacketing in preparation for circulation and minor repair of a routine and repetitive bending, reaching and pushing, moving and carrying library materials; As needed, backs up library clerical staff, performs basic clerical duties variety of library materials; Performing a wide range of physical motions, which may include and provides basic assistance to patrons that may include utilizing computer workstations, and cash registers; and performs related work as assigned.

May require a bachelor's degree and 0-2 years of experience in the field or in a related area.

(N) 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. 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. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, 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.

May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area.

(N) PHOTOGRAPHER I

Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph.

Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

May require an associate's degree with 2-4 years of experience in the field or in a related area.

(N) VIDEO TELECONFERENCE TECHNICIAN

Sets up and operates audiovisual equipment. Maintains files of specifications and catalogs. Maintains stock levels of supplies. Takes, develops, and prints photographs. Duplicates audio and video cassettes from master tape for distribution. Performs maintenance on audiovisual equipment. Coordinates teleconference programs including scheduling, setting up equipment, and copying handouts. Assists in production planning, which includes locating photographic sites, scheduling studio facilities, and planning travel for the production crew. Assists with technical aspects of audiovisual production. Assists with audiovisual equipment for training and public information presentations. Performs related work as assigned.

May be required to be certified in an area of specialty. Requires 2-4 years of experience in the field or in a related area.

SIN 736-5

(N) BREATH ALCOHOL TECHNICIAN

The Breath Alcohol Technician (BAT) and/or Screening Test Technician (STT) is a person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing or alcohol screening device, respectively.

May be required to be certified in an area of specialty. Requires 0-2 years of experience in the field or in a related area.

(N) 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. Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms. May maintain death log. May type and process birth certificates. May assist other workers with coding of records. May make copies of medical records, using duplicating equipment. May schedule and post results of laboratory tests to records.

Requires a high school diploma or its equivalent and 0-2 years of related experience.

(N) MEDICAL RECORD TECHNICIAN (Medical Record Administrator)

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. Transcribes medical reports. Maintains indexes on patient, disease, operation, and other categories. 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. May assist medical staff in special studies or research.

May require an associate's degree or its equivalent with 0-2 years of experience in the field or in a related area.

(N) 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. 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. 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. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. 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. 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. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Requires a bachelor's degree and 0-2 years of experience in the field or in a related area.

(N) PARALEGAL/LEGAL ASSISTANT I

Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties:

- Consults prescribed sources of information for facts relating to matters of interest to the program;
- Reviews documents to extract selected data and information relating to specific items;
- Reviews and summarizes information in prescribed format on case precedent and decisions;
- Searches and extracts legal references in libraries and computer-data banks;
- Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.

May require an associate's degree or its equivalent and 0-2 years of experience in the field or in a related area.

(N) PARALEGAL/LEGAL ASSISTANT II

At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent:

- 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 nonlegal memoranda, research reports and correspondence relating to cases.

May require an associate's degree or its equivalent and 2-5 years of experience in the field or in a related area.

(N) PARALEGAL/LEGAL ASSISTANT III

At this level, participates in the substantive development of cases by performing the following functions:

- Analyzes and evaluates case files against litigation worthiness standards;
- 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;
- Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
- Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
- Interviews relevant personnel and potential witnesses to gather information;
- Reviews and analyzes relevant statistics;
- Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
- Consults with statistical experts on reliability evaluations;
- May testify in court concerning relevant data.

May require a bachelor's degree and 5-8 years of experience in the field or in a related area.

(N) PARALEGAL/ LEGAL ASSISTANT IV

At this level, assists in the evaluation, development and litigation of cases by performing the following duties:

- Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
- Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
- Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
- Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
- 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;
- 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;
- Interviews potential witnesses for information and prepares witnesses for court appearances;
- 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;
- 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;
- May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

May require a bachelor's degree and at least 8 years of experience in the field or in a related area.

(N) TECHNICAL WRITER

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. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. 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. Reviews published materials and recommends revisions or

changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area.

(N) TECHNICAL WRITER II

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. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. 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. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area.

(N) 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. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. 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. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area.