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 are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: www.GSAAdvantage.gov

SCHEDULE TITLE: 736 Temporary, Administrative, and Professional Staffing Services (TAPS) FSC Group : 736

CONTRACT NO: GS-07F-0519N

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

Contract Period: May 1, 2013 through April 30, 2018

Contractor: Tiger Personnel Services, Inc.
1320 Fenwick Lane, Ste. 206, Silver Spring, MD 20910
Phone: (301) 578-8585 Fax: (301) 578-8698
E-mail: sdevoe@tigerpersonnelinc.com
Website: www.tigerpersonnelinc.com

Contract Administrator: Steve DeVoe

BUSINESS SIZE: Small, Disadvantaged, Minority, and Woman-Owned

CUSTOMER INFORMATION:

1a. Table of Awarded SINs

736-1 Administrative Support and Clerical Occupations
736-2 Automatic Data Processing Occupations
736-5 Technical and Professional Occupations

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 PER SIN:** $100,000 per SIN

3. **MINIMUM ORDER** $100.00

4. Geographic coverage (service area): 50 states and District of Columbia

5. **Point of Production:** N/A

6. **Discount From Price List:** N/A

7. **Quantity Discounts:** N/A

8. **Prompt Payment Terms:** Net 10 Days .5%

9a. **Government Purchase Cards Are Accepted at or below the Micro-Purchase Threshold.**

9b. **Government Purchase Cards Are Accepted Above the Micro-Purchase Threshold.**

10. **Foreign Items:** N/A

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

11b. **Expedited Delivery:** N/A

11c. **Overnight and 2-day Delivery:** N/A

11d. **Urgent Requirements:** Agencies can contact the Contractor’s representative to effect a faster delivery.

12. **FOB Point:** N/A

13a. **Ordering address:** 1320 Fenwick Lane, Suite 206, Silver Spring, MD 20910

13b. **For Services, the Ordering Procedures, Information on Blanket Purchase Agreements (BPA’s), Are Found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).**

14. **Payment Address:** 1320 Fenwick Lane, Suite 206, Silver Spring, MD 20910


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:** N/A
19. Terms and Conditions of Installation: N/A

20. Terms and Conditions of Repair Parts: N/A

20a. Terms and Conditions of Any Other Services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventive Maintenance: N/A

24a. Special Attributes: N/A

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

25. DUNS Number: 843350203

26. Notification Regarding Registration in The CCR Database: TPSI Has Migrated It's Corporate Information From the CCR to the New Government “SAM” Database. All Information is Current And Accurate
Customer Information:

1. **Awarded special item number(s):**

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<th>POSITION</th>
<th>DESCRIPTION</th>
<th>TOTAL GSA</th>
<th>PRICE</th>
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SIN 736-1, ADMINISTRATIVE

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.

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.

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 and 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.

ADMINISTRATIVE ASSISTANT

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. Equivalent to Secretary Level III. Must have 3 years of relevant experience in dealing with senior executive officials, VIPs, and dignitaries and must be able to work as a liaison to high-level officials. Experience should include familiarity with word processing, spreadsheet, and presentation software. Must have an associates or a 4 year bachelor’s degree in business administration.

DATA ENTRY OPERATOR I

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding, or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

DATA ENTRY OPERATOR II

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also
perform routine work as described for Level 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 entries requiring a similar level of knowledge.

**DISPATCHER, MOTOR VEHICLE**

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, records sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed, or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as handtrucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers.

May work at vehicle distribution center and assign vehicles to customer agencies.

**DOCUMENT PREPARATION CLERK**

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying and photocopying, photographic, and other reproducing office machine. 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 organizations 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.

**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. Important variables may be indicated by trade name of machine operated.

**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.

**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 account, 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.

**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.

**HOUSING REFFERAL ASSISTANT**

Provides housing information to an organization’s employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments and mobile homes which may be rented and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants’ needs. Provides information regarding community services, i.e., schools, churches, transportation, hospitals, motels, and job information centers. Searches files, places telephone calls and makes referrals. Furnishes information to inquirer interested in home purchases regarding location, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agencies solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations and letters of inquiry.

**MESSENGER-DRIVER (COURIER)**

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

**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.

**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.

**Personnel Assistant I**

This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant
I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile. Must have a high school Diploma or equivalent and 1 year of relevant experience.

**Personnel Assistant II**

This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally. Must have a high school Diploma or equivalent and 2 years of relevant experience.

**Personnel Assistant III**

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives. Must have a high school Diploma or equivalent and 4 years of relevant experience.

**PRODUCTION CONTROL CLERK**

This position compiles records and reports on various aspects of production, such as materials and parts used, products produced, and frequency of defects; estimating or measuring amount of material needed and computing material and production costs; counting, measuring, or weighing goods produced or material on hand to tally data for production control or payroll purposes; charting production progress; preparing or distributing work tickets, formula cards, or other production guides; scheduling and expediting flow of work and materials for production or repair; coordinating, scheduling or monitoring production, using electronic equipment; and observing production operations to log products produced, materials used, processes completed, and machine and instrument readings.

**RECEPTIONIST**

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.
RENTAL CLERKS

This group includes occupations concerned with renting commodities, such as automobiles, bicycles, boats, films, televisions, tools and equipment, and trailers. This position performs miscellaneous office tasks such as copying, filing, and answering telephones.

SCHEDULER, MAINTENANCE

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicle. Maintains file of requests for services.

Secretary Level I

Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The Secretary performs varied duties including or comparable to the following: Respond to routine telephone requests, refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms. Review materials prepared for supervisor's approval for typographical accuracy and proper format; Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Typically reports to a supervisor or manager.

Secretary Level 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: Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name; Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff; Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing. Relies on experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a supervisor or manager. Requires a high school diploma or equivalent and 2 years’ experience with word processing, spreadsheet, and presentation software

Secretary Level 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. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval. Anticipate and prepare materials needed by the supervisor for conferences,
correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions. Advises secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs. Must have a high school diploma and 3 years of relevant experience in dealing with senior executive officials, VIPs, and dignitaries and must be able to work as a liaison to high-level officials. Experience should include familiarity with word processing, spreadsheet, and presentation software. Requires a high school diploma or equivalent and 3 years of relevant experience in dealing with senior executive officials, VIPs, and dignitaries and must be able to work as a liaison to high-level officials. Experience should include familiarity with word processing, spreadsheet, and presentation software.

SERVICE ORDER DISPATCHER

Receives, records, and distributes work orders to service crews upon customer’s 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.

SUPPLY TECHNICIAN

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

Illustrative Assignments:

1. Inventory management: Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, non-repairable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in local, regional, or headquarters offices for which the military supply management organization has overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or other work.
2. Material coordination: Performs coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the particular organizations serviced.

3. Cataloging: Writes item descriptions for a range of new items entering the supply channels of a particular agency or field establishment. Applies requirements selecting the appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers’ catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

Level of Responsibility - Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines.

Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, items characteristics, or procurement lead time; or representatives of governing agencies (Federal, State or local) regarding the utilization of property.

SURVEY WORKER

Interviews people and compiles statistical information on topics, such as public issues or consumer buying habits: Contacts people at home or place of business, or approaches persons at random on street, or contacts them by telephone, following specified sampling procedures. Asks questions following specified outline on questionnaire and records answers. Reviews, classifies, and sorts questionnaires following specified procedures and criteria. May participate in federal, state, or local population survey and be known as Census Enumerator (government serv.).

TRAVEL CLERK I

Provides basic travel information to customers inquiring about fares, routes, and accommodations. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the function of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

TRAVEL CLERK II

Plans itinerary and schedules travel accommodations for government and civilian personnel and dependents according to travel orders, using knowledge of routes, types of carriers, and travel regulations: Verifies travel orders to ensure authorization. Studies routes and regulations and considers cost, availability, and convenience of different types of carriers to select most advantageous route and carrier. Notifies personnel of travel dates, baggage limits, and medical and visa requirements, and determines that all clearances have been obtained. 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. May meet and inform arriving personnel of available facilities and housing, and furnish other information. May arrange for motor transportation for arriving or departing personnel.
TRAVEL CLERK III

Plans itinerary and schedules travel accommodations for government and civilian personnel and dependents according to travel orders, using knowledge of routes, types of carriers, and travel regulations: Verifies travel orders to ensure authorization. Studies routes and regulations and considers cost, availability, and convenience of different types of carriers to select most advantageous route and carrier. Notifies personnel of travel dates, baggage limits, and medical and visa requirements, and determines that all clearances have been obtained. 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. May meet and inform arriving personnel of available facilities and housing, and furnish other information. May arrange for motor transportation for arriving or departing personnel. Exercises independent judgment.

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; 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.

WORD PROCESSOR II

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a 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 spaces and formatting; and standardized 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.

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.

This category includes occupations concerned with the utilization of the computer in the analysis and solution of business, scientific, engineering and other technical problems; operating electronic, optical, and electromechanical machines that record, store, process, and transcribe data from punch-cards, paper tape, magnetic tape or other sources to solve mathematical, engineering, accounting, or technical problems, to keep records or to supply information; programs in computer languages to perform mathematical, engineering and scientific computations or auditing, payroll, mailing list and text handling functions; and storing and retrieving computer tapes.
SIN 736-2, ADP OCCUPATIONS

COMPUTER OPERATOR I

Works under close 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.

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.

COMPUTER OPERATOR III

Processes a range of scheduled routine. 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.

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.

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 configuration 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.
COMPUTER PROGRAMMER I

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

In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff.

May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

COMPUTER PROGRAMMER II

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear out and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.

Reviews objectives and assignments details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed.

COMPUTER PROGRAMMER III

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related,
and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff, monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relocate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data. In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work process.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

**COMPUTER PROGRAMMER IV**

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as: develops, modifies and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project;
working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts. In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller sale. Limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary file and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent’s programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians an assigned work.

COMPUTER SYSTEMS ANALYST I

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analysis as assigned, usually of a single activity or routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviation according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness and efficiency. May supervise technicians and others who assist in specific assignments.

COMPUTER SYSTEMS ANALYST II

Applies systems analysis and design skills in an area such as record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.
Reviews proposals which consist of objectives, scope, and user expectations; gather facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with programs, users, etc.; orients user personnel on new or changed procedures. May contact special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems of controversies.

Works independently under overall project objectives and requirements; apprises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent’s work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

COMPUTER SYSTEMS ANALYST III

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

PERIPHERAL EQUIPMENT OPERATOR

Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a
computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

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

- Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
- Labeling tape reels, disks or card decks;
- Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives;
- Setting controls which regulate operation of the equipment;
- Observing panel lights for warnings and error indications and taking appropriate action;
- Examines tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.

Excludes workers who (1) who monitor and operate a control console or a remote terminal, or (2) whose duties are limited to operating decollators, busters, separators, or similar equipment.

SIN 736-5, TECHNICAL & PROF

LABORATORY TECHNICIAN (Laboratory Tester)

Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development or determining conformity to specifications. Sets up and adjusts laboratory apparatus and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Tests raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness. Tests dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity viscosity, density, absorption or burning rate, melting point, or flash point, using viscosimeter, torsion balance scale, and PH meter. Tests solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications. Tests materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash, or dust. Tests samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductility, and other specifications. Examines materials, using microscope. Records test results on standard forms, writes tests reports describing procedures used, and prepares graphs and charts. Cleans and sterilizes laboratory apparatus. May prepare chemical solutions according to standard formulae. May add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

PARALEGAL/LEGAL ASSISTANT (Occupational Base)

Performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams.
The paralegal 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 or educational institution training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency’s substantive programs.

**PARALEGAL/LEGAL ASSISTANT I**

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.

**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 attorney’s 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 request further investigation by other agency personnel the 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.

**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; Mat testify in court concerning relevant data.

**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 reviews 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 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 tabulation, such as standard deviations, regression analyses, and weighting, to provide leads and supporting 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 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.

TECHNICAL WRITER I

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 assignments 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 materials 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 regarding work methods and procedures.

TECHNICAL WRITER II

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers’ catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing,
duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

**TECHNICAL WRITER III**

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

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

**GRANTS SPECIALIST**

Performs a variety of analytical, assessments, administrative, customer service, and other management duties contributing to the monitoring and evaluation of the grant program. The Evaluates and assess compliances with statutory requirements, implementation and retention guidelines, administrative requirements and allowable costs. Additionally, the Grants Specialist will conduct suite visits to ensure compliance with the grant program. Must have at least 2 years of experience.

**GRANTS MANAGER**

Oversees and performs a variety of analytical, assessments, administrative, customer service, and other management duties contributing to the monitoring and evaluation of the grant program. Oversees, manages and evaluates compliances with statutory requirements, implementation and retention guidelines, administrative requirements and allowable costs. Additionally, the Grants Manager will conduct suite visits to ensure compliance with the grant program. Must have at least 3-5 years of experience.

**INVESTIGATOR I**

Analyzes publicly available materials, governmental databases and other such sources to identity possible violations of federal criminal law. Conducts preliminary investigations to confirm such violations. Assist in the investigation of cases being handles by attorneys by helping create an investigative plan, drafting and serving subpoenas and other document requests and demands, analyzing documents especially complex financial and accounting records, conducting interviews, producing well written interview reports, spreadsheets and other analyses, providing fact and expert testimony in grand jury and at trial, and otherwise building proof necessary for successful
prosecution/litigation. Providing training and guidance to prosecutors and investigators regarding developing leads and analyzing evidence in complex financial investigations. Must have at least 2 years of experience.

INVESTIGATOR II

Analyzes publicly available materials, governmental databases and other such sources to identify possible violations of federal criminal law. Conducts preliminary investigations to confirm such violations. Assist in the investigation of cases being handled by attorneys by helping create an investigative plan, drafting and serving subpoenas and other document requests and demands, analyzing documents especially complex financial and accounting records, conducting interviews, producing well-written interview reports, spreadsheets and other analyses, providing fact and expert testimony in grand jury and at trial, and otherwise building proof necessary for successful prosecution/litigation. Providing training and guidance to prosecutors and investigators regarding developing leads and analyzing evidence in complex financial investigations. Must have at least 3-5 years of experience.