

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule 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 Services

FSC Group: 736

CONTRACT NUMBER: GS- 07F-9393S

CONTRACT PERIOD: March 15, 2016 - March 14, 2021

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>

CONTRACTOR: Forum Personnel Inc.
260 Madison Avenue, Suite 200
New York, New York 10016
Phone: 212-687-4050
Fax: 212-687-8302
Email: Fvignieri@forumgrp.com
Web Site: www.forumgrp.com

CONTRACT ADMINISTRATION: Frank Vignieri
BUSINESS SIZE: Small Veteran Owned Business

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs)

736-1 Administrative Support and Clerical Operations

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. See below

2. Maximum Order: \$100,000 per SIN (For over \$100,000 order see below *)
SINs 736-1,736-2 and 736-5

If the best value selection places your order over the Maximum Order identified in this catalog pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the offer.

3. Minimum Order: \$100

4. Geographic Coverage (Delivery Area)

New York City, Wage Determination Number 94-2375, Revision Number 26 dated 5/24/2006

5. Points of Production: N/A

6. Discount from List Prices or Statement of Net Price: Government Net Prices
(discounts already deducted)

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 30 days

9a. Government purchase cards are accepted up to the micro-purchase threshold:

9b. Government purchase cards are accepted above the microthreshold limits:
Contact contractor for exact limits

10. Foreign Items: None

11a. Time of Delivery: Specified per Task Order

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day Delivery: Contact Contractor

11d. Urgent Requirements: Contact Contractor

12. F.O.B. Point(s) : N/A

13a. Ordering Address(es): Same as Contractor

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

14. Payment Address(es): Same as Contractor

15. Warranty provision: Contractors Standard Commercial Warranty

16. Export Packing Charges (if applicable): N/A

17. Terms and Conditions of Government Purchase Card Acceptance: (contact contractor)

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 form list prices (if applicable): 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. Data Universal Numbering System(DUNS) number: 076854116

26. Notification regarding registration in Central Contractor Registration (CCR) database: Contractor has an Active Registration in the CCR database.

Labor Hour Categories and Rates

Skill Category	Total GSA Bill Rate
SIN 736-1 Admin/Clerical	
Accounting Clerk I	\$19.61
Accounting Clerk II	\$23.71
Accounting Clerk III	\$26.00
Accounting Clerk IV	\$29.90
Document Preparation Clerk	\$24.40
Duplicating Machine Operator	\$22.46
Film/Tape Librarian	\$24.50
General Clerk I	\$20.21
General Clerk II	\$21.68
General Clerk III	\$24.77
General Clerk IV	\$26.69
Key Entry Operator I	\$22.71
Key Entry Operator II	\$24.50
Order Clerk I	\$28.49
Order Clerk II	\$33.60
Personnel Assist. (Employ) I	\$23.98
Personnel Assist. (Employ) II	\$26.55
Personnel Assist. (Employ) III	\$30.09
Personnel Assist. (Employ) IV	\$32.36
Rental Clerk	\$27.12
Scheduler, Maintenance	\$26.90
Secretary I	\$26.90
Secretary II	\$30.13
Secretary III	\$32.06
Secretary IV	\$35.94
Secretary V	\$41.61
Service Order Dispatcher	\$31.24
Survey Worker (Interviewer)	\$26.81
Switchboard Operator- Receptionist	\$23.15
Test Examiner	\$30.13
Travel Clerk I	\$22.91
Travel Clerk II	\$24.57
Travel Clerk III	\$26.42
Word Processor I	\$25.36
Word Processor II	\$28.11
Word Processor III	\$31.09

SIN 736-2 Automatic Data Processing	Total GSA Bill Rate
Computer Data Librarian	\$25.91
Computer Programmer I (1)	\$41.99
Computer Programmer II (1)	\$41.99
Computer Programmer III (1)	\$41.99
Computer Programmer IV (1)	\$41.99
Computer Systems Analyst I (1)	\$41.99
Computer Systems Analyst II (1)	\$41.99
Computer Systems Analyst III (1)	\$41.99
SIN 736-5 Technical and Professional Occupations	Total GSA Bill Rate
Paralegal/Legal Assistant I	\$30.14
Paralegal/Legal Assistant II	\$38.22
Paralegal/Legal Assistant III	\$46.12
Paralegal/Legal Assistant IV	\$55.12

Forum Personnel Inc.

Subject: Skill Descriptions / Job Descriptions for SINs 736-1 (Admin / Clerical), 736-2 (Automatic Data Processing) and 736-5 (Technical and Professional Occupations) GSA Schedule 736 offer of Forum Personnel Inc.

SIN 736-1 (Admin / Clerical Support)

Occupation Code:	Title
(01011)	ACCOUNTING CLERK I
Education Requirement:	High School Graduate
Experience Requirement:	One Year

DESCRIPTION: 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.

(01012)	ACCOUNTING CLERK II
Education Requirement:	High School Graduate
Experience Requirement:	Two Years

DESCRIPTION: 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.

(01013) ACCOUNTING CLERK III

Education Requirement: High School Graduate,
A.A. Degree Preferred
Experience Requirement: Three-four Years

DESCRIPTION: 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.

(01014) ACCOUNTING CLERK IV

Education Requirement: High School Graduate
A.A. Degree Preferred
Experience Requirement: Four plus Years

DESCRIPTION: Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience.

(010060) DOCUMENT PREPARTION CLERK

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or 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 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.

(01090)

DUPLICATING MACHINE OPERATOR

Education Requirement:

High School Graduate

Experience Requirement:

One - two Years

DESCRIPTION: 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.

(01110)

FILM TAPE/LIBRARIAN

Education Requirement:

High School Graduate

Experience Requirement:

Two - three Years

DESCRIPTION: Classifies, catalogs, and maintains library of motion-picture films, photographic slides, and video and audiotapes. Classifies and catalogs items according to contents and purpose, and prepares index cards for file reference. Stores item according to classification and catalog number. Issues item as requested or recommends item for a particular subject. Maintains records of items received, stored, issued, and returned. Examines returned item for damage. May make minor repairs to damaged film. May maintain a stock record system for the loan and turn of audiovisual equipment.

(01115)

GENERAL CLERK I

Education Requirement:

High School Graduate

Experience Requirement:

One - Two years

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

(01116)

GENERAL CLERK II

Education Requirement: High School Graduate
Experience Requirement: One - Two Years

DESCRIPTION: 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.

(01117)

GENERAL CLERK III

Education Requirement: High School Graduate
Experience Requirement: One - Two Years

DESCRIPTION: 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.

(01118)

GENERAL CLERK IV

Education Requirement: High School Graduate
A.A. Degree Preferred
Experience Requirement: Two - three Years

DESCRIPTION: Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include technical responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

(01131) KEY ENTRY OPERATOR I

Education Requirement: High School Graduate
Experience Requirement: One - Two Years

DESCRIPTION: Work is routine and repetitive. 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.

(01132) KEY ENTRY OPERATOR II

Education Requirement: High School Graduate
Experience Requirement: Two - three Years

DESCRIPTION: 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.

(01191) ORDER CLERK I

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: 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.

(01192) ORDER CLERK II

Education Requirement: High School Graduate
Experience Requirement: Two - Three Years

DESCRIPTION: 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.

(01261) PERSONNEL ASSISTANT
(EMPLOYMENT) I

Education Requirement: Bachelor's Degree
Experience Requirement: One - two Years

DESCRIPTION: 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, transfer, and hire, 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.

(01262) PERSONNEL ASSISTANT
(EMPLOYMENT) II

Education Requirement: Bachelor's Degree
Experience Requirement: Two - three Years

DESCRIPTION: 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.

(01263) PERSONNEL ASSISTANT
(EMPLOYMENT) III

Education Requirement: Bachelor's Degree
Experience Requirement: Five plus Years

DESCRIPTION: 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 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.

(01264)

PERSONNEL ASSISTANT
(EMPLOYMENT) IV

Education Requirement: Bachelor's Degree
Experience Requirement: Seven plus Years

DESCRIPTION: Performs work in support of personnel professionals that requires a good working knowledge of personnel procedures, guides, and precedents. In representative assignments: interviews applicants, obtains references, and recommends placement of applicants in a few well-defined occupations (trade or clerical) within a stable organization or unit; conducts post-placement or exit interviews to identify job adjustment problems or reasons for leaving the organization; performs routine statistical analyses related to manpower, EEO, hiring, or other employment concerns, e.g., compares one set of data to another set as instructed; and requisitions applicants through employment agencies for clerical or blue collar jobs. At this level, assistants typically have a range of personal contacts within and outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties.

(01290)

RENTAL CLERK

Education Requirement: Associates Degree or higher
Experience Requirement: Two - three Years

DESCRIPTION: Performs clerical duties concerned with rental and management of public housing projects. Answers telephone and respond to requests for maintenance, complaints, and rental information or, as appropriate, forwards calls to senior officials.

(01300)

SCHEDULER, MAINTENANCE

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: 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 vehicles. Maintains file of request for services.

(01311)

SECRETARY I

Education Requirement: High School Graduate
Experience Requirement: One Year

DESCRIPTION: Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the staff. Works fairly independently, Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

(01312)

SECRETARY II

Education Requirement: High School Graduate
Experience Requirement: Two plus Years

DESCRIPTION: Carries out recurring office procedures independently. Selects the guideline or reference, which fits the specific case. Performs varied duties including or comparable to the following: 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; As instructed, maintains calendar, makes appointments, and arranges for meeting rooms; Reviews materials prepared for approval for typographical accuracy and proper format; Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

(01313)

SECRETARY III

Education Requirement: High School Graduate
Associates Degree Preferred
Experience Requirement: Three - four Years

DESCRIPTION: 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: Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; should be handled by the appropriate staff member or other offices. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed; Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to staff; Coordinates personnel and administrative forms for the office and forwards for processing.

(01314)

SECRETARY IV

Education Requirement: Associates Degree
Experience Requirement: Four - five Years

DESCRIPTION: 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. Reads publications, regulations, and directives and takes action or refers those that are important to staff; 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;

(01315) SECRETARY V

Education Requirement: Bachelor's Degree
Experience Requirement: Six plus Years

DESCRIPTION: Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office technical or policy content has been authorized; Notes commitments made by executive during meetings and arranges for staff implementation Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts; In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member;

(01320) SERVICE ORDER DISPATCHER

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: 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, articles 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.

(01420) SURVEY WORKER (INTERVIEWER)

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: Interviews people to obtain information on topics such as public issues or consumer buying habits. Contracts people at home or place of business or by telephone following specified sampling procedures, or approach them at random on street. Asks questions

relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in Federal, state or local census surveys.

(01460) SWITCHBOARD OPERATOR/ RECIPTIONIST

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve 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. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

(01510) TEST EXAMINER

Education Requirement: Associates Degree
Experience Requirement: One - two Years

DESCRIPTION: Serves as a test examiner for the administration, safeguarding and physical control of a wide variety of tests. May arrange in advance for testing rooms and facilities to correspond with testing schedules. Becomes thoroughly familiar with the Examiner's Manual for the test(s) prior to testing. Issues all materials required for test administration. Establishes positive identification of all testing applicants. Physically oversees all examinees during the testing session. May conduct a page check of each examination prior to and following administration. Completes inventories of all test materials.

(01531) TRAVEL CLERK I

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: 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.

(01532)

TRAVEL CLERK II

Education Requirement: High School Graduate
Experience Requirement: Two - three Years

DESCRIPTION: 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.

(01533)

TRAVEL CLERK III

Education Requirement: Associates Degree
Experience Requirement: Three plus Years

DESCRIPTION: 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, replanning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.

(01611)

WORD PROCESSOR I

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: 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.

(01612)

WORD PROCESSOR II

Education Requirement: High School Graduate
Experience Requirement: Two - three Years

DESCRIPTION: 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.

(01613)

WORD PROCESSOR III

Education Requirement: Associates Degree
Experience Requirement: Four plus Years

DESCRIPTION: 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.

SIN 736-2 (AUTOMATIC DATA PROCESSING OCCUPATIONS)

(03010)

COMPUTER DATA LIBRARIAN

Education Requirement: High School Graduate
Experience Requirement: One - two Years

DESCRIPTION: Maintains library of media (tapes, disks, cards, cassettes) used for automatic data processing applications. Classifies, catalogs, and stores items in accordance with standardized system. Issues media for processing on request. Maintains record of items received, stored, issued, and returned. Examines returned media for damage or excessive wear to determine if they need replacing. May make minor repairs to damaged tapes.

(03071)

COMPUTER PROGRAMMER I

Education Requirement: Bachelor's Degree
Experience Requirement: One - two Years

DESCRIPTION: 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.

(03072)

COMPUTER PROGRAMMER II

Education Requirement: Bachelor's Degree
Experience Requirement: Three - four Years

DESCRIPTION: 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; 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.

(03073)

COMPUTER PROGRAMMER III

Education Requirement: Bachelor's Degree (or)
Equiv. Experience of 10 plus years
Experience Requirement: Four - five Years

DESCRIPTION: 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.)

(03074)

COMPUTER PROGRAMMER IV

Education Requirement: Bachelor's Degree (or)
Equiv. Experience of 12 plus years
Experience Requirement: Six plus Years

DESCRIPTION: 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 that 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 that are

usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

(03101)

COMPUTER SYSTEMS ANALYST I

Education Requirement: Bachelor's Degree
Preferably in Computer Science
Experience Requirement: Two - three Years

DESCRIPTION: Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, 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.

(03102)

COMPUTER SYSTEMS ANALYST II

Education Requirement: Bachelor's Degree
Preferably in Computer Science
Experience Requirement: Three - four Years

DESCRIPTION: Applies systems analysis and design skills in an area such as a 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 in a 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 system software and computer equipment and of the work processes, applicable regulations, workload, 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 that consist of objectives, scope, and user expectations; gathers 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 program, users, etc.; orients user personnel on new or changed procedures.

(03103)

COMPUTER SYSTEMS ANALYST III

Education Requirement: Bachelor's Degree
Preferable in Computer Science
Experience Requirement: Four - five Years

DESCRIPTION: 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 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.

SIN 736-5 (Technical and Professional Occupations)

(30361) PARALEGAL/LEGAL ASSISTANT I

Education Requirement: Associates Degree

Experience Requirement: One - two years

DESCRIPTION: The Paralegal/ Legal Assistant I works under close supervision with the required assistance readily available. Persons in this position typically perform the following. Consult prescribed sources of information for facts relating to matters of interest to the program. Review documents to extract selected data and information relating to specific items. Review and summarize information in prescribed format on case precedent and decisions. Search and extract legal references in libraries and computer-data banks. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

(30362) PARALEGAL/LEGAL ASSISTANT II

Education Requirement: Associates Degree

Experience Requirement: Two - three years

DESCRIPTION: The Paralegal/Legal Assistant II exercises more independence than 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. Prepares summaries of testimony and depositions. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

(30363)	PARALEGAL/LEGAL ASSISTANT III
Education Requirement:	Associates Degree or higher
Experience Requirement:	Three - four years

DESCRIPTION: At this level the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following. 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 reliability data.

(30364)	PARALEGAL/LEGAL ASSISTANT IV
Education Requirement:	Associates Degree or higher
Experience Requirement:	Four - five years or more

DESCRIPTION: At this level the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity the incumbent performs the following duties. 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 respondents 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.