



HUNTER

E M P L O Y M E N T

2450 S. 4th Avenue, #104
Yuma, AZ 85364

Telephone: (928) 341-4664 Facsimile: (928) 217-3008
www.hunteremployment.com

AUTHORIZED FEDERAL SUPPLY
SCHEDULE PRICE LIST

TEMPORARY ADMINISTRATIVE & PROFESSIONAL STAFFING SERVICES

SINS: 736-1, 736-2, 736-3, 736-4, 736-5

GSA Schedule Contract
GS-07F-9446S
Effective: April 15, 2006
Modified: June 13, 2008



Veteran Owned
Small Business
NAICS 561320



1a. Awarded Special Item Numbers (SIN)

SIN	Description
<u>736-1</u>	<u>Administration Support and Clerical Occupations</u> <u>Health Occupations</u>
<u>736-2</u>	<u>Information Technology Occupations</u>
<u>736-3</u>	<u>Materials Handling And Packing Occupations</u> <u>Mechanics And Maintenance And Repair Occupations</u>
<u>736-4</u>	<u>Information and Arts Occupations</u> <u>Miscellaneous Occupations</u>
<u>736-5</u>	<u>Technical and Professional Occupations</u>

1b. Lowest Unit Price

Desk Clerk - \$15.28 per hour - Pima County, Arizona

1c. Job Title and Description

Click on SIN in **1a** above to reach Job Descriptions

2. Maximum Order

\$100,000.00

3. Minimum Order

\$100.00

4. Geographic Coverage

Arizona – Maricopa, Pima, and Yuma Counties

5. Point of Production

Hunter Employment Services, Inc
2450 S. 4th Suite 104
Yuma, AZ 85364

6. Discount from List Price

Discount included in pricing

7. Quantity Discounts

Not Applicable

8. Prompt Payment Terms

None

9a. Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold

Hunter Employment Services, Inc. accepts Government purchase cards at or below the micro-purchase level

9b. Notification Whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold

Hunter Employment Services, Inc. will not accept Government purchase cards above the micro-purchase level

10. Foreign Items

Not Applicable

11a. Time of Delivery

To be negotiated between Hunter Employment Services, Inc. and client agency

11b. Expedited Delivery

Not Applicable

11c. Overnight and 2 Day Delivery

Not Applicable

11d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B.

Destination

13a. Ordering Address

Hunter Employment Services, Inc.
2450 S 4th Ave Suite 104
Yuma, AZ 85364

13b. Ordering Procedures

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

14. Payment Address

Hunter Employment Services, Inc.
P.O. Box 4699
Yuma, AZ 85366

15. Warranty Provision

Not Applicable

16. Export Packing Charges

Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance

Not Applicable

18. Terms and Conditions of Rental, Maintenance, and Repair

Not Applicable

19. Terms and Conditions of Installation

Not Applicable

20. Terms and Conditions of Repair Parts

Not Applicable

20a. Terms and Conditions for any Other Services

Not Applicable

21. List of Distribution Points

Not Applicable

22. List of Participating Dealers

Not Applicable

23. Preventative Maintenance

Not Applicable

24. Special Attribute

Not Applicable

25. Data Universal Number System (DUNS) Number

965417140

26. Central Contractor Registration (CCR) database

Hunter Employment Services, Inc. is registered in Central Contractor Registration (CCR) database

GSA Schedule 736 Special Item Number (SIN) 736-1

01000 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

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

ACCOUNTING CLERK (Occupational Base) (01010)

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings.

This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

ACCOUNTING CLERK I (01011)

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

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ACCOUNTING CLERK II (01012)

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

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ACCOUNTING CLERK III (01013)

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of

computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ADMINISTRATIVE ASSISTANT (01020)

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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

COURT REPORTER (01040)

Responsibilities for this position include using judgment to determine the most appropriate and expedient way to resolve a portfolio of delinquent accounts in order to maximize collection. The Collection Specialist requests and analyzes credit reports for use in determining ways to resolve delinquent accounts, determines whether write-off tools are necessary, and recommends them to immediate supervisor when debts are uncollectible, (i.e., in case of bankruptcy). This position monitors payments made by debtors and minimizes the number of delinquent accounts.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

DATA ENTRY OPERATOR (Occupational Base) (01050)

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

DATA ENTRY OPERATOR I (01151)

This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

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DATA ENTRY OPERATOR II (01152)

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

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

DISPATCHER, MOTOR VEHICLE (01060)

This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The

Hunter Employment GS-07F-9446S

Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, -work at vehicle distribution centers, and assign vehicles to customer agencies.

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DOCUMENT PREPARATION CLERK (Document Preparer) (01070)

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

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DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction worker) (01090)

This position 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. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GENERAL CLERK (Occupational Base) (01110)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GENERAL CLERK I (01111)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GENERAL CLERK II (01112)

This position requires familiarity with the terminology of the office unit. The General Clerk 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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GENERAL CLERK III (01113)

Hunter Employment GS-07F-9446S

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

HOUSING REFERRAL ASSISTANT (01120)

This position provides housing information to an organization's employees moving to a new location. The Housing Referral Assistant will contact individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone. May correspond to obtain listings of rental or sale properties, future housing prospects, and to develop a working relationship with the housing referral service. Job tasks include: compiling housing lists of rental property and properties for purchase. Periodically the Housing Referral Assistant communicates with contacts to update listings, ensures that property owners comply with the nondiscrimination policy, and counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs.

Job tasks include: providing information regarding community services, searches files, makes telephone calls and referrals, providing information regarding locations, owners, agents, price ranges, loans and other related information. The Housing Referral Assistant maintains daily records of office activities (including number of applicants, number of applicants placed, and agents solicited or listed), schedules appointments for housing inspectors, prepares reports as required, and replies to complaints, investigations and letters of inquiry.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ORDER CLERK (Occupational Base) (01190)

The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders.

This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

ORDER CLERK I (01191)

This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ORDER CLERK II (01192)

Hunter Employment GS-07F-9446S

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PERSONNEL ASSISTANT (Occupational Base) (01260)

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

PERSONNEL ASSISTANT I (01261)

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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PERSONNEL ASSISTANT II (01262)

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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PERSONNEL ASSISTANT III (01263)

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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PRODUCTION CONTROL CLERK (01270)

Hunter Employment GS-07F-9446S

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

RECEPTIONIST (01280)

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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

RENTAL CLERK (01290)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

SCHEDULER, MAINTENANCE (01300)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

SECRETARY* (Occupational Base) (01310)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Classification by Level

Hunter Employment GS-07F-9446S

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

- LR-1 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 LR-1 performs varied duties including or comparable to the following:
 - a. Respond to routine telephone requests that have standard answers; refer calls and visitors to

- appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 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:

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to 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;
- b. 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;
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. 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;
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

LR-3 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:

- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;

Hunter Employment GS-07F-9446S

- d. 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;
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Excludes secretaries performing any of the following duties:

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

CRITERIA FOR MATCHING SECRETARIES BY LEVEL

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3	
LS-1	I 01311	II 01312	III 01313	
LS-2	I 01311	III 01313	See Note	
LS-3	I 01311	See Note	See Note	

NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be conformed.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

SERVICE ORDER DISPATCHER (01320)

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the 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 or cellular telephone equipment.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

SUPPLY TECHNICIAN (01410)

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities.

Hunter Employment GS-07F-9446S

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 take or recommend action based upon application or interpretation of established guidelines.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

SURVEY WORKER (Interviewer) (01420)

This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

TRAVEL CLERK (Occupational Base) (01530)

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

TRAVEL CLERK I (01531)

Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

TRAVEL CLERK II (01532)

Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides.

Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations.

Hunter Employment GS-07F-9446S

Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.

Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

TRAVEL CLERK III (01533)

At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.

A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

WORD PROCESSOR (Occupational Base) (01610)

This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, ad sorting and distributing mail.

Excluded are:

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

WORD PROCESSOR I (01611)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

WORD PROCESSOR II (01612)

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

WORD PROCESSOR III (01613)

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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

12000 HEALTH OCCUPATIONS

MEDICAL RECORD CLERK (12160)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

MEDICAL RECORD TECHNICIAN (Medical Record Administrator) (12190)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

MEDICAL TRANSCRIPTIONIST (12195)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GSA Schedule 736 Special Item Number (SIN) 736-2

14000 INFORMATION TECHNOLOGY OCCUPATIONS

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

COMPUTER OPERATOR (Occupational Base) (14040)

The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following:

- Studies operating instructions to determine equipment setup needed.
- Loads equipment with required items (tapes, cards, paper, etc.).
- Switches necessary auxiliary equipment into system;
- Diagnoses and corrects equipment malfunctions;
- Reviews error messages and makes corrections during operation or refers problems;
- Maintains operating record.

This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, and trainees working to become fully qualified operators.

COMPUTER OPERATOR I (14041)

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

COMPUTER OPERATOR II (14042)

The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

COMPUTER OPERATOR III (14043)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

COMPUTER OPERATOR IV (14044)

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker 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 if necessary. Typically, completed work is submitted to users without supervisory review.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

COMPUTER OPERATOR V (14045)

The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator 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 with resolution of problems.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PERIPHERAL EQUIPMENT OPERATOR (14150)

The Peripheral Equipment Operator operates peripheral equipment that 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, 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:

- Loads printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
- Labels tape reels, or disks;
- Checks labels and mounting and dismounting designated tape reels or disks on specified units or drives;

- Sets controls which regulate operation of the equipment;
- Observes panel lights for warnings and error indications and taking appropriate action;
- Examines tapes, cards, or other material for creases, tears or other defects that could cause processing problems.

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GSA Schedule 736 Special Item Number (SIN) 736-3

21000 MATERIALS HANDLING AND PACKING OCCUPATIONS

This category includes occupations concerned with preparing and arranging materials and products in bulk and non-bulk forms for distribution or storage; moving and loading or unloading equipment, materials, and products; operating or tending pipelines pumps and valves to transfer liquids; driving forklifts and related material-handling machinery and equipment; and using scoops, hand trucks, and wheelbarrows to load and move materials.

FORKLIFT OPERATOR (21020)

The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

MATERIAL COORDINATOR (21030)

The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified.

This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

MATERIAL HANDLING LABORER (21050)

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

Excluded from this definition are workers whose primary function involves:

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ORDER FILLER (21071)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

SHIPPING PACKER (21110)

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

Exclude packers who also make wooden boxes or crates.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

SHIPPING/RECEIVING CLERK (21130)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

STORE WORKER I (21140)

The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is

Hunter Employment GS-07F-9446S

intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.

Note: this class excludes any work performed in a warehouse, see warehousing classifications.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

STOCK CLERK (Shelf Stocker; Store Worker II) (21150)

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

TOOLS AND PARTS ATTENDANT (Tool Crib Attendant) (21210)

This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

WAREHOUSE SPECIALIST (Warehouse Worker) (21410)

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

23000 MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS

Hunter Employment GS-07F-9446S

This category includes occupations concerned with maintaining and repairing buildings, grounds, and related facilities; installing, repairing, rebuilding, and maintaining in efficient operating condition a wide variety of engines and mechanical equipment designed for use in domestics, commercial, industrial, and agricultural activities.

AIRCRAFT MECHANIC (Airframe and Power Plant Mechanic Occupational Base) (23020)

This mechanic services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness.

AIRCRAFT MECHANIC I (23021)

The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.

This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction.

Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft.

Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

AIRCRAFT MECHANIC II (23022)

This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals.

Hunter Employment GS-07F-9446S

Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

AIRCRAFT MECHANIC III (23023)

A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation.

This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and sheers, etc. is required.

The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

AIRCRAFT MECHANIC HELPER (Airframe and Power plant Mechanic Helper) (23040)

The person assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties: adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools, removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed, assists in towing and jacking aircraft, and disconnects instruments, ignition systems, and fuel and oil lines. This mechanic assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections, performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment, cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions, assists in jacking and towing aircraft; Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun, and may assist flight line mechanic, worker, or servicer in servicing and repairing aircraft prior to flight.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

AIRCRAFT, PAINTER (23050)

The Aircraft Painter coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from aircraft, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool, roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface, masks and covers portions of surfaces not to be painted, and paint insignia, letters or numerals on aircraft surface, using stencils.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

AIRCRAFT SERVICER (Airport Utility Worker) (23060)

The Aircraft Servicer (Airport Utility Worker) services aircraft, performing any combination of the following tasks, directs incoming and outgoing aircraft near terminal or flight line parking area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck with guiding sign, and secures aircraft in parking position with blocks, stakes, and tie downs.

The Aircraft Servicer (Airport Utility Worker) does the following tasks: operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste, enters in the maintenance records description of the servicing performed, checks for fuel contamination by draining sumps and fuel drains; operates ground support equipment such as electrical power supply and engine starting units, examines tires for specified air pressure and condition, assists in jacking and towing aircraft, removes and replaces defective tires, positions and removes boarding platforms to unload or load aircraft passengers, unloads and loads luggage and cargo, using tow truck with luggage carts, and cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. The Aircraft Servicer may de-ice aircraft wings and assemblies, load and unload containers of food, beverages, and dishes for in-flight meal services, trace lost luggage for customers and prepare lost baggage claims, and install drag chutes or retrieve them and send them to parachute shop for repacking.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

AIRCRAFT WORKER (23080)

The Aircraft Worker makes repairs to aircraft following orders of higher grade worker, assists in troubleshooting malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems, removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings, bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, This worker may supervise the jacking and towing of aircraft, makes adjustments and settings such as cable tension and seat movement settings and adjustments; obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples, may perform pre-flight, thru-flight, and post-flight maintenance inspections, enter in the maintenance records description of the work performed, and services engines and aircraft components at line station making repairs, short of overhaul required to keep aircraft in safe operating condition.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

CARPENTER, MAINTENANCE (23130)

The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ELECTRICIAN, MAINTENANCE (23160)

An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical

equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GENERAL MAINTENANCE WORKER (23370)

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

Excluded are:

- a. Craft workers included in a formal apprenticeship or progression program based on training and experience;
- b. Skilled craft workers required to demonstrate proficiency in one or more trades;
- c. Workers performing simple maintenance duties not requiring Practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

GROUND SUPPORT EQUIPMENT MECHANIC (23380)

The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools.

This mechanic maintains external fuel and grounding systems, performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. This work also does the following: disassembles and assembles malfunctioning GSE accessories and components, removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations. This mechanic prepares GSE for storage and mobility deployment; and operates, cleans, inspects, and services GSE towing vehicles. In addition to maintaining vehicle records, this mechanic maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, practices good housekeeping, tool control, Foreign Object Damage prevention, and safety at all times.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GROUND SUPPORT EQUIPMENT SERVICER (23381)

The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GROUND SUPPORT EQUIPMENT WORKER (23882)

The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components.

In addition, the Ground Support Equipment Worker removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

HEATING, VENTILATION, AND AIR-CONDITIONING MECHANIC (23410)

The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit.

This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution,

wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

LABORER (23470)

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PAINTER, MAINTENANCE (23760)

The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PIPEFITTER, MAINTENANCE (23790)

The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PLUMBER, MAINTENANCE (23810)

The Plumber, Maintenance assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand.

The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GSA Schedule 736 Special Item Number (SIN) 736-4

13000 INFORMATION AND ARTS OCCUPATIONS

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

ILLUSTRATOR (Occupational Base) (13040)

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

ILLUSTRATOR I (13041)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ILLUSTRATOR II (13042)

The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ILLUSTRATOR III (13043)

The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many

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of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium.

The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

LIBRARIAN (13047)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

LIBRARY AIDE/CLERK (13050)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR (13054)

The Library Information Technology Systems Administrator administers and supports daily operational requirements of library and information computer network systems including workstation, file servers, and web servers. Duties typically involve the installation of hardware, software, systems upgrades, network accounts, network security, and web page design, interface and updates, planning and implementing long-range automation plan, period reports, and local system design documentation. This Administrator trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

LIBRARY TECHNICIAN (13058)

Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring

professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PHOTOGRAPHER (Occupational Base) (13070)

The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, or may perform work described at lower levels as needed.

Positions are matched to the appropriate level based on the difficulty of, and responsibility for the photography performed, including the subject-matter knowledge and artistry required to fulfill the assignment. While the equipment may be an indication of the level of difficulty, photographers at the higher level may use standard equipment, as needed.

PHOTOGRAPHER I (13071)

The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PHOTOGRAPHER II (13072)

This Photographer uses standard still cameras, commonly available lighting equipment and related techniques to take photographs, which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PHOTOGRAPHER III (13073)

The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss

technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision.

In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PHOTOGRAPHER IV (13074)

The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. This Worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.

Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed, and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PHOTOGRAPHER V (13075)

As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g. works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality.

The Photographer V Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. This worker uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment, may exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

99000 MISCELLANEOUS OCCUPATIONS

This category includes various occupations not classified in any other category.

CASHIER (99030)

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

DESK CLERK (99050)

The Desk Clerk performs any combination of the following duties for guests of hotel, motel, or other lodging facility: registers and assigns rooms to guests, issues and receives room keys, date-stamps, sorts, and racks incoming mail and messages; receives and transmits messages using equipment such as telephone switchboard, console, telegraph, and teletype, answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions, keeps records of room availability and guests' accounts, computes bills, collects payments, and makes changes for guests. The Desk Clerk makes and confirms room reservations, may post charges such as room, food, liquor, or telephone to casebooks by hand or machine, make restaurant, transportation, or entertainment reservations, and arrange for tours, may deposit guests' valuables in safe or safe-deposit box, and may sell tobacco, candy, and newspapers.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

GSA Schedule 736 Special Item Number (SIN) 736-5

30000 TECHNICAL OCCUPATIONS

This category includes occupations concerned with providing technical assistance to engineers and scientists in both laboratory and production activities as well as occupations concerned with independently operating and servicing technical equipment and systems. Characteristic of occupations in this category is the requirements for a knowledge of scientific, engineering, and mathematical theories, principles and techniques that are less than full professional knowledge but which, nevertheless, enables the technician to understand how and why a specific device or system operates.

The technician solves practical problems encountered in fields of specialization, such as those concerned with development of electrical and electronic circuits, and establishment of testing methods for electrical, electronic, electromechanical, and hydro-mechanical devices and mechanisms. Work involves the application of engineering principles in solving design, development, and modification problems of parts or assemblies for products or systems, and application of natural and physical science principles to basic or applied research

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

CARTOGRAPHIC TECHNICIAN (30030)

This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart manuscripts.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

CIVIL ENGINEERING TECHNICIAN (30040)

This technician assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. This worker conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests conducted and their results. The Civil Engineering Technician surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ENGINEERING TECHNICIAN (Occupational Base) (30080)

To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.

Excluded are:

- a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians);
- b. Model Makers and other craft workers;
- c. Quality Control Technicians and Testers;
- d. Chemical and other non-engineering laboratory technicians;
- e. Civil Engineering Technicians and Drafters;
- f. Positions (below Level I) which are limited to simple tasks such as: measuring items or regular

Hunter Employment GS-07F-9446S

shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.

ENGINEERING TECHNICIAN I (30081)

This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:

- a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.
- b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.
- c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ENGINEERING TECHNICIAN II (30082)

The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:

- a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment;
- b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors;
- c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ENGINEERING TECHNICIAN III (30083)

The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as:

- a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions;
- b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- c. Conducting various tests or experiments which may require minor modifications in test setups or

Hunter Employment GS-07F-9446S

procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;

- d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.
- e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ENGINEERING TECHNICIAN IV (30084)

The Engineering Technician IV performs non-routine assignments of substantial variety and complexity, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as:

- a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts).
- b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports.
- c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ENGINEERING TECHNICIAN V (30085)

This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:

- a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.
- b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine

Hunter Employment GS-07F-9446S

parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

- c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ENGINEERING TECHNICIAN VI (30086)

This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:

- a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).
- b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.
- c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.
- d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

ENVIRONMENTAL TECHNICIAN (30090)

The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.

This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution

Hunter Employment GS-07F-9446S

problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.

This worker may operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PARALEGAL/LEGAL ASSISTANT (Occupational Base) (30360)

The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. 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 (30361)

The Paralegal/Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following:

- a. Consult prescribed sources of information for facts relating to matters of interest to the program;
- b. Review documents to extract selected data and information relating to specific items;
- c. Review and summarize information in prescribed format on case precedent and decisions;
- d. Search and extract legal references in libraries and computer-data banks;
- e. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PARALEGAL/LEGAL ASSISTANT II (30362)

At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:

- a. Reviews case materials to become familiar with questions under consideration;
- b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;

Hunter Employment GS-07F-9446S

- c. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
- d. Interviews potential witnesses and prepares summary interview reports for the attorney's review;
- e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;
- f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
- g. Verifies citations and legal references on prepared legal documents;
- h. Prepares summaries of testimony and depositions;
- i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PARALEGAL/LEGAL ASSISTANT III (30363)

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

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

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

PARALEGAL/LEGAL ASSISTANT IV (30364)

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:

- a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;

- b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
- c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
- d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
- e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;
- f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;
- g. Interviews potential witnesses for information and prepares witnesses for court appearances;
- h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;
- i. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;
- j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

TECHNICAL WRITER (Occupational Base) (30460)

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

30461 TECHNICAL WRITER I (30461)

The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles,

Hunter Employment GS-07F-9446S

and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

TECHNICAL WRITER II (30462)

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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

TECHNICAL WRITER III (30463)

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.

Go To: [Maricopa Price Listing](#) / [Pima Price Listing](#) / [Yuma Price Listing](#)

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[Maricopa County, AZ](#)

[Pima County, AZ](#)

[Yuma, County, AZ](#)

Click on the listed "Skill Category" to reach the "Job Description". All prices listed are hourly rates.

Maricopa County, AZ

Skill Category	GSA Hourly Rate
ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS	
<u>Accounting Clerk I</u>	\$21.51
<u>Accounting Clerk II</u>	\$23.85
<u>Accounting Clerk III</u>	\$26.51
<u>Administrative Assistant</u>	\$36.07
<u>Court Reporter</u>	\$25.38
<u>Data Entry Operator I</u>	\$20.97
<u>Data Entry Operator II</u>	\$22.57
<u>Dispatcher, Motor Vehicle</u>	\$24.54
<u>Document Preparation Clerk</u>	\$22.62
<u>Duplicating Machine Operator</u>	\$22.62
<u>General Clerk I</u>	\$19.70
<u>General Clerk II</u>	\$20.96
<u>General Clerk III</u>	\$23.54
<u>Housing Referral Assistant</u>	\$30.83
<u>Order Clerk I</u>	\$20.87
<u>Order Clerk II</u>	\$24.47
<u>Personnel Assistant (Employment) I</u>	\$23.82
<u>Personnel Assistant (Employment) II</u>	\$26.24
<u>Personnel Assistant (Employment) III</u>	\$28.86
<u>Production Control Clerk</u>	\$30.89
<u>Receptionist</u>	\$21.24
<u>Rental Clerk</u>	\$23.52
<u>Scheduler, Maintenance</u>	\$26.20
<u>Secretary I</u>	\$26.20
<u>Secretary II</u>	\$28.21
<u>Secretary III</u>	\$30.89
<u>Service Order Dispatcher</u>	\$21.87
<u>Supply Technician</u>	\$36.07
<u>Survey Worker (Interviewer)</u>	\$25.24
<u>Travel Clerk I</u>	\$20.69
<u>Travel Clerk II</u>	\$22.05
<u>Travel Clerk III</u>	\$23.48
<u>Word Processor I</u>	\$23.00
<u>Word Processor II</u>	\$25.77
<u>Word Processor III</u>	\$28.27
HEALTH OCCUPATIONS	
<u>Medical Record Clerk</u>	\$20.73
<u>Medical Record Technician</u>	\$25.48
<u>Medical Transcriptionist</u>	\$25.53
INFORMATION TECHNOLOGY OCCUPATIONS	
<u>Computer Operator I</u>	\$23.92
<u>Computer Operator II</u>	\$28.22
<u>Computer Operator III</u>	\$31.93

Hunter Employment GS-07F-9446S

<u>Computer Operator IV</u>	\$35.64
<u>Computer Operator V</u>	\$38.58
<u>Peripheral Equipment Operator</u>	\$23.92

MATERIALS HANDLING AND PACKING OCCUPATIONS

<u>Forklift Operator</u>	\$22.57
<u>Material Coordinator</u>	\$30.89
<u>Material Handling Laborer</u>	\$20.29
<u>Order Filler</u>	\$19.19
<u>Shipping Packer</u>	\$23.99
<u>Shipping / Receiving Clerk</u>	\$23.99
<u>Store Worker I</u>	\$15.32
<u>Stock Clerk (Shelf Stocker; Store Worker II)</u>	\$22.18
<u>Tools and Parts Attendant (Tool Crib Attendant)</u>	\$23.25
<u>Warehouse Specialist (Warehouse Worker)</u>	\$23.25

MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS

<u>Aircraft Mechanic I</u>	\$39.28
<u>Aircraft Mechanic II</u>	\$41.14
<u>Aircraft Mechanic III</u>	\$43.02
<u>Aircraft Mechanic Helper</u>	\$28.54
<u>Aircraft Painter</u>	\$37.49
<u>Aircraft Servicer (Airport Utility Worker)</u>	\$33.53
<u>Aircraft Worker</u>	\$35.69
<u>Carpenter, Maintenance</u>	\$26.79
<u>Electrician, Maintenance</u>	\$31.74
<u>General Maintenance Worker</u>	\$25.56
<u>Ground Support Equipment Mechanic</u>	\$39.28
<u>Ground Support Equipment Servicer</u>	\$33.53
<u>Ground Support Equipment Worker</u>	\$35.69
<u>Heating, Ventilation, And Air-Conditioning Mechanic Laborer</u>	\$29.99
<u>Painter Maintenance</u>	\$18.98
<u>Painter Maintenance</u>	\$26.79
<u>Pipefitter, Maintenance</u>	\$30.36
<u>Plumber, Maintenance</u>	\$29.02

INFORMATION AND ARTS OCCUPATIONS

<u>Illustrator I</u>	\$30.04
<u>Illustrator II</u>	\$36.25
<u>Illustrator III</u>	\$43.46
<u>Librarian</u>	\$34.02
<u>Library Aide/Clerk</u>	\$21.70
<u>Library Information Technology System Administrator</u>	\$33.05
<u>Library Technician</u>	\$23.37
<u>Photographer I</u>	\$24.66
<u>Photographer II</u>	\$27.88
<u>Photographer III</u>	\$33.62
<u>Photographer IV</u>	\$40.26
<u>Photographer V</u>	\$48.11

MISCELLANEOUS OCCUPATIONS

<u>Cashier</u>	\$20.22
<u>Desk Clerk</u>	\$17.60

TECHNICAL OCCUPATIONS

<u>Cartographic Technician</u>	\$38.25
<u>Civil Engineering Technician</u>	\$33.53

Hunter Employment GS-07F-9446S

<u>Engineering Technician I</u>	\$25.53
<u>Engineering Technician II</u>	\$27.87
<u>Engineering Technician III</u>	\$33.85
<u>Engineering Technician IV</u>	\$39.30
<u>Engineering Technician V</u>	\$42.40
<u>Engineering Technician VI</u>	\$48.02
<u>Environmental Technician</u>	\$32.39
<u>Paralegal / Legal Assistant I</u>	\$30.70
<u>Paralegal / Legal Assistant II</u>	\$35.73
<u>Paralegal / Legal Assistant III</u>	\$42.84
<u>Paralegal / Legal Assistant IV</u>	\$51.25
<u>Technical Writer I</u>	\$35.28
<u>Technical Writer II</u>	\$42.39
<u>Technical Writer III</u>	\$43.62

Pima County, AZ

Skill Category	GSA Hourly Rate
ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS	
<u>Accounting Clerk I</u>	\$20.56
<u>Accounting Clerk II</u>	\$22.66
<u>Accounting Clerk III</u>	\$24.29
<u>Administrative Assistant</u>	\$30.36
<u>Court Reporter</u>	\$23.85
<u>Data Entry Operator I</u>	\$17.87
<u>Data Entry Operator II</u>	\$20.10
<u>Dispatcher, Motor Vehicle</u>	\$24.83
<u>Document Preparation Clerk</u>	\$17.97
<u>Duplicating Machine Operator</u>	\$17.97
<u>General Clerk I</u>	\$18.10
<u>General Clerk II</u>	\$20.07
<u>General Clerk III</u>	\$24.54
<u>Housing Referral Assistant</u>	\$27.01
<u>Order Clerk I</u>	\$18.88
<u>Order Clerk II</u>	\$21.02
<u>Personnel Assistant (Employment) I</u>	\$22.01
<u>Personnel Assistant (Employment) II</u>	\$24.22
<u>Personnel Assistant (Employment) III</u>	\$27.16
<u>Production Control Clerk</u>	\$29.02
<u>Receptionist</u>	\$18.01
<u>Rental Clerk</u>	\$20.24
<u>Scheduler, Maintenance</u>	\$21.12
<u>Secretary I</u>	\$21.12
<u>Secretary II</u>	\$23.03
<u>Secretary III</u>	\$27.01
<u>Service Order Dispatcher</u>	\$22.16
<u>Supply Technician</u>	\$30.36
<u>Survey Worker (Interviewer)</u>	\$20.35
<u>Travel Clerk I</u>	\$19.03
<u>Travel Clerk II</u>	\$19.78

Hunter Employment GS-07F-9446S

<u>Travel Clerk III</u>	\$20.61
<u>Word Processor I</u>	\$20.65
<u>Word Processor II</u>	\$24.81
<u>Word Processor III</u>	\$27.39
HEALTH OCCUPATIONS	
<u>Medical Record Clerk</u>	\$19.25
<u>Medical Record Technician</u>	\$22.60
<u>Medical Transcriptionist</u>	\$24.03
INFORMATION TECHNOLOGY OCCUPATIONS	
<u>Computer Operator I</u>	\$20.89
<u>Computer Operator II</u>	\$24.90
<u>Computer Operator III</u>	\$27.45
<u>Computer Operator IV</u>	\$30.12
<u>Computer Operator V</u>	\$32.98
<u>Peripheral Equipment Operator</u>	\$21.68
MATERIALS HANDLING AND PACKING OCCUPATIONS	
<u>Forklift Operator</u>	\$22.97
<u>Material Coordinator</u>	\$29.02
<u>Material Handling Laborer</u>	\$17.23
<u>Order Filler</u>	\$18.57
<u>Shipping Packer</u>	\$19.81
<u>Shipping / Receiving Clerk</u>	\$19.81
<u>Store Worker I</u>	\$20.24
<u>Stock Clerk (Shelf Stocker; Store Worker II)</u>	\$25.22
<u>Tools and Parts Attendant (Tool Crib Attendant)</u>	\$22.97
<u>Warehouse Specialist (Warehouse Worker)</u>	\$22.97
MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS	
<u>Aircraft Mechanic I</u>	\$33.29
<u>Aircraft Mechanic II</u>	\$34.78
<u>Aircraft Mechanic III</u>	\$36.35
<u>Aircraft Mechanic Helper</u>	\$25.83
<u>Aircraft Painter</u>	\$32.94
<u>Aircraft Servicer (Airport Utility Worker)</u>	\$28.99
<u>Aircraft Worker</u>	\$30.42
<u>Carpenter, Maintenance</u>	\$26.06
<u>Electrician, Maintenance</u>	\$28.51
<u>General Maintenance Worker</u>	\$24.91
<u>Ground Support Equipment Mechanic</u>	\$33.29
<u>Ground Support Equipment Servicer</u>	\$28.99
<u>Ground Support Equipment Worker</u>	\$30.42
<u>Heating, Ventilation, And Air-Conditioning Mechanic</u>	\$27.60
<u>Laborer</u>	\$17.23
<u>Painter Maintenance</u>	\$26.06
<u>Pipefitter, Maintenance</u>	\$28.51
<u>Plumber, Maintenance</u>	\$27.84
INFORMATION AND ARTS OCCUPATIONS	
<u>Illustrator I</u>	\$27.32
<u>Illustrator II</u>	\$31.07
<u>Illustrator III</u>	\$37.23
<u>Librarian</u>	\$34.53
<u>Library Aide/Clerk</u>	\$20.93
<u>Library Information Technology System Administrator</u>	\$31.51

Hunter Employment GS-07F-9446S

<u>Library Technician</u>	\$28.83
<u>Photographer I</u>	\$22.93
<u>Photographer II</u>	\$28.45
<u>Photographer III</u>	\$30.46
<u>Photographer IV</u>	\$36.49
<u>Photographer V</u>	\$44.41
MISCELLANEOUS OCCUPATIONS	
<u>Cashier</u>	\$16.67
<u>Desk Clerk</u>	\$15.28
TECHNICAL OCCUPATIONS	
<u>Cartographic Technician</u>	\$33.85
<u>Civil Engineering Technician</u>	\$33.01
<u>Engineering Technician I</u>	\$24.00
<u>Engineering Technician II</u>	\$25.70
<u>Engineering Technician III</u>	\$29.27
<u>Engineering Technician IV</u>	\$33.34
<u>Engineering Technician V</u>	\$40.01
<u>Engineering Technician VI</u>	\$47.70
<u>Environmental Technician</u>	\$28.95
<u>Paralegal / Legal Assistant I</u>	\$29.67
<u>Paralegal / Legal Assistant II</u>	\$34.68
<u>Paralegal / Legal Assistant III</u>	\$36.89
<u>Paralegal / Legal Assistant IV</u>	\$43.92
<u>Technical Writer I</u>	\$31.62
<u>Technical Writer II</u>	\$37.90
<u>Technical Writer III</u>	\$43.19

Yuma County, AZ

Skill Category	GSA Hourly Rate
ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS	
<u>Accounting Clerk I</u>	\$20.63
<u>Accounting Clerk II</u>	\$23.52
<u>Accounting Clerk III</u>	\$28.42
<u>Administrative Assistant</u>	\$27.46
<u>Court Reporter</u>	\$26.51
<u>Data Entry Operator I</u>	\$17.67
<u>Data Entry Operator II</u>	\$19.59
<u>Dispatcher, Motor Vehicle</u>	\$26.69
<u>Document Preparation Clerk</u>	\$18.42
<u>Duplicating Machine Operator</u>	\$18.42
<u>General Clerk I</u>	\$18.55
<u>General Clerk II</u>	\$21.09
<u>General Clerk III</u>	\$24.71
<u>Housing Referral Assistant</u>	\$25.18
<u>Order Clerk I</u>	\$20.66
<u>Order Clerk II</u>	\$24.91
<u>Personnel Assistant (Employment) I</u>	\$22.21
<u>Personnel Assistant (Employment) II</u>	\$24.13
<u>Personnel Assistant (Employment) III</u>	\$26.85

Hunter Employment GS-07F-9446S

<u>Production Control Clerk</u>	\$26.06
<u>Receptionist</u>	\$17.43
<u>Rental Clerk</u>	\$19.37
<u>Scheduler, Maintenance</u>	\$19.37
<u>Secretary I</u>	\$19.37
<u>Secretary II</u>	\$21.91
<u>Secretary III</u>	\$25.18
<u>Service Order Dispatcher</u>	\$23.51
<u>Supply Technician</u>	\$27.46
<u>Survey Worker (Interviewer)</u>	\$21.91
<u>Travel Clerk I</u>	\$19.13
<u>Travel Clerk II</u>	\$19.98
<u>Travel Clerk III</u>	\$20.73
<u>Word Processor I</u>	\$19.10
<u>Word Processor II</u>	\$21.54
<u>Word Processor III</u>	\$25.51
HEALTH OCCUPATIONS	
<u>Medical Record Clerk</u>	\$18.98
<u>Medical Record Technician</u>	\$22.19
<u>Medical Transcriptionist</u>	\$23.37
INFORMATION TECHNOLOGY OCCUPATIONS	
<u>Computer Operator I</u>	\$23.38
<u>Computer Operator II</u>	\$25.77
<u>Computer Operator III</u>	\$30.24
<u>Computer Operator IV</u>	\$31.98
<u>Computer Operator V</u>	\$35.06
<u>Peripheral Equipment Operator</u>	\$23.38
MATERIALS HANDLING AND PACKING OCCUPATIONS	
<u>Forklift Operator</u>	\$22.60
<u>Material Coordinator</u>	\$26.06
<u>Material Handling Laborer</u>	\$17.33
<u>Order Filler</u>	\$17.72
<u>Shipping Packer</u>	\$19.50
<u>Shipping / Receiving Clerk</u>	\$19.50
<u>Store Worker I</u>	\$20.04
<u>Stock Clerk (Shelf Stocker; Store Worker II)</u>	\$25.25
<u>Tools and Parts Attendant (Tool Crib Attendant)</u>	\$22.60
<u>Warehouse Specialist (Warehouse Worker)</u>	\$22.60
MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS	
<u>Aircraft Mechanic I</u>	\$34.16
<u>Aircraft Mechanic II</u>	\$35.70
<u>Aircraft Mechanic III</u>	\$37.32
<u>Aircraft Mechanic Helper</u>	\$28.10
<u>Aircraft Painter</u>	\$33.12
<u>Aircraft Servicer (Airport Utility Worker)</u>	\$30.96
<u>Aircraft Worker</u>	\$32.02
<u>Carpenter, Maintenance</u>	\$29.10
<u>Electrician, Maintenance</u>	\$31.68
<u>General Maintenance Worker</u>	\$28.14
<u>Ground Support Equipment Mechanic</u>	\$34.16
<u>Ground Support Equipment Servicer</u>	\$30.96
<u>Ground Support Equipment Worker</u>	\$30.66

Hunter Employment GS-07F-9446S

<u>Heating, Ventilation, And Air-Conditioning Mechanic</u>	\$29.99
<u>Laborer</u>	\$17.06
<u>Painter Maintenance</u>	\$29.41
<u>Pipefitter, Maintenance</u>	\$29.99
<u>Plumber, Maintenance</u>	\$29.10

INFORMATION AND ARTS OCCUPATIONS

<u>Illustrator I</u>	\$28.56
<u>Illustrator II</u>	\$32.71
<u>Illustrator III</u>	\$38.18
<u>Librarian</u>	\$31.82
<u>Library Aide/Clerk</u>	\$19.29
<u>Library Information Technology System Administrator</u>	\$29.87
<u>Library Technician</u>	\$23.34
<u>Photographer I</u>	\$24.23
<u>Photographer II</u>	\$30.21
<u>Photographer III</u>	\$34.63
<u>Photographer IV</u>	\$40.45
<u>Photographer V</u>	\$48.22

MISCELLANEOUS OCCUPATIONS

<u>Cashier</u>	\$15.73
<u>Desk Clerk</u>	\$17.67

TECHNICAL OCCUPATIONS

<u>Cartographic Technician</u>	\$35.74
<u>Civil Engineering Technician</u>	\$36.10
<u>Engineering Technician I</u>	\$23.07
<u>Engineering Technician II</u>	\$25.46
<u>Engineering Technician III</u>	\$29.97
<u>Engineering Technician IV</u>	\$35.74
<u>Engineering Technician V</u>	\$42.80
<u>Engineering Technician VI</u>	\$51.08
<u>Environmental Technician</u>	\$35.64
<u>Paralegal / Legal Assistant I</u>	\$26.78
<u>Paralegal / Legal Assistant II</u>	\$32.70
<u>Paralegal / Legal Assistant III</u>	\$39.24
<u>Paralegal / Legal Assistant IV</u>	\$45.73
<u>Technical Writer I</u>	\$30.83
<u>Technical Writer II</u>	\$36.93
<u>Technical Writer III</u>	\$43.97