

**SELECT STAFFING
BILLING RATES
AS OF FEBRUARY 11, 2008**

| Position Title | Description of Duties/Qualifications | Billing Rate/Hour |
|---|---|--------------------------|
| Account Clerk | <p>Posts transactions, processes invoices and vouchers, answers questions, and prepares financial transactions.</p> <p>Word processing skills (40+w.p.m.); knowledge and experience in bookkeeping and accounting practices, knowledge of office practices and procedures, basic math skills, electronic spread sheet proficient, i.e. Excel.</p> | \$14.66 |
| Administrative Specialist (Secretary) | <p>Produces a wide range of documents including letters, memos, reports with charts and graphs, proofreads and corrects documents, handles administrative details, takes minutes at meetings, makes travel arrangements, handles calls and visitors.</p> <p>High proficiency in word processing (65+w.p.m.); medium proficiency with electronic spreadsheet processing, considerable experience with office procedures.</p> | \$14.66 |
| Administrative Specialist, Sr. (Exec. Secretary) | <p>Performs administrative tasks and provides support for senior level manager. Composes or edits from rough drafts correspondence, reports, presentations and other documents.</p> <p>High proficiency with word processing, electronic spreadsheet programs, excellent grammar, and editing skills, substantial experience working at this level.</p> | \$16.18 |
| Custodian | <p>Operates cleaning equipment; cleans floors, classrooms, labs, stairs, offices, restrooms, etc. Empties waste containers; dusts, waxes and cleans furniture; shampoos and vacuums carpets.</p> <p>Requires ability to work with limited instruction, follow oral and written instructions.</p> | \$12.54 |
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| Data Entry Specialist | <p>Inputs information into computer and performs routine clerical work as needed.</p> <p>Experience with prescribed software package.</p> | \$13.07 |
| Grounds Keeper | <p>Assists and/or performs general grounds maintenance duties: planting and transplanting, watering, pruning, and caring for flowers, shrubs and trees. May operate various grounds maintenance equipment. Removes snow and ice from walkways, roadways, and parking lots. Removes litter, leaves, etc. from campus grounds. May perform some custodial or indoor duties.</p> <p>Requires ability to operate motorized maintenance equipment, and experience directly related to grounds/landscaping industry. Must have a valid driver's license.</p> | \$14.42 |
| Lab Technologist | <p>Assists with various technical duties as requested; generally performed in a laboratory environment.</p> <p>A minimum of 2 year college credits in a related field normally required.</p> | \$16.18 |
| Maintenance and Repair Worker | <p>Performs skilled and semi-skilled maintenance and repair work on buildings and equipment, assists other trades in performing maintenance and repairs on equipment and systems, i.e., pumps, water lines, faucets, pneumatic lines, light fixtures, electrical outlets, switches, minor motor controls and small appliances, minor repairs on roofs, building structures, windows, doors.</p> <p>Experience in building maintenance, knowledge of standard practices, materials and tools; knowledge of occupational hazards; must be able to read blueprints, sketches and schematics diagrams. Must have a valid driver's license.</p> | \$16.37 |
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| <p>Office Assistance 2 (Clerk and Receptionist)</p> | <p>Receives and routes calls, takes messages, greets visitors and public, types, sorts and distributes outside and intra-office mail, files.</p> <p>Must have knowledge of common English grammar, ability to do simple math, familiar with word processing (40+w.p.m.)</p> | <p style="text-align: center;">\$13.07</p> |
| <p>Payroll Clerk</p> | <p>Enters payroll changes, processes and reconciles payrolls, resolves pay discrepancies. Reviews, audits, balances time cards and related payroll reports. Responds to employee requests for information. Establishes and maintains files.</p> <p>Requires directly related work experience, excellent verbal/communication skills, considerable knowledge and skills to utilize office equipment and a variety of complex software packages.</p> | <p style="text-align: center;">\$16.18</p> |
| <p>Records Specialist</p> | <p>Establishes new files and records as required ensuring that proper and accurate codes, numbers, and other identifiers are properly utilized; maintains record retention system; responds to inquiries and requests of information; performs related clerical duties.</p> <p>Requires directly related work experience, excellent reading skills, and excellent verbal/communication skills.</p> | <p style="text-align: center;">\$14.66</p> |