

Attachment A1

Description of Classifications for Temporary Personnel

Administrative Assistant – Performs secretarial and clerical duties for multiple supervisors. May be responsible for full range of typing, telephone and general clerical duties, such as: setting up and typing business letters, memos, summaries, reports, and scheduling appointments, meetings and travel for one or more people. Excellent spelling, grammar & punctuation knowledge required. Must be proficient in Microsoft WORD and EXCEL.

Customer Service Representative – Assists customers in person and over the phone with general inquires and request for information. Perform a variety of basic clerical duties. Accurate message taking, good communication and human relations skills required.

Data Entry Operator – Performs data entry from various forms into proprietary software system. Must be detail oriented and proficient in keying a minimum of 45 words per minute.

General Clerk – Performs a variety of basic clerical duties that do not require special knowledge of systems and procedures. Among these duties are photocopying, stuffing and addressing envelopes, filing, sorting and distribution of mail, counting, recording and labeling inventory and messenger duties.

Warehouse Clerk – Performs a variety of warehouse functions such as inventory, packing supplies for distribution, loading & unloading of trucks, delivery of equipment and supplies to branch offices, and moving of light furniture such as tables and chairs.