



Temporary Clerical Services Contract No. 84940

The following is the new contract for temporary clerical services. The new rates and vendors are for the period, May 1, 2005 through April 30, 2006.

To use this contract, UMBC departments should follow the steps outlined below:

1. Determine the appropriate job classification required.
2. Contact the ***first firm*** listed under that classification. If the contractor is unable to fill you need within ***one business day*** from date and time of request, document that fact for the file for contract performance audit purposes, and go to the next contractor, and so forth, as necessary.
3. Make arrangements for the temporary to begin the work assignment covering details such as: where to report, hours to be worked, duration of the assignment, etc. Advise the contractor that a purchase order will be required ***before*** the temporary can start to work.
4. Submit your online requisition to Procurement immediately upon completion of step #3 above. Reference contract no. 84940 on your requisition. A purchase order will be issued to the contractor and then the temporary may begin working.
5. Remember that contractors must comply with contract pricing and charge no more than the hourly rate listed.

Contact Ina Caplan at x54558 for assistance if the attached job classifications do not meet your requirements. If this is the case, a separate procurement can be conducted for you.

AGENCY CONTACTS FOR TEMPORARY CLERICAL SERVICES

	<u>DESIGNATED</u>	<u>ALTERNATE</u>
Abacus Contract Staffing 610 Gusryan Street Baltimore, MD 21224 410-633-1900	Drew D'Avanzo ext. 274	Diane Miles ext. 234
Circle Temps 1314 Bedford Ave. Suite 100 Baltimore, MD 21208 410-653-1444	Jared Mandell	John Dempsey
Jones Network Assoc. 16 S. Frederick Street 3 rd Floor Baltimore, MD 21202 410-649-0900	Marjory Jones	Teri Tobash
Kelly Services One North Charles St. Suite 1500 Baltimore, MD 21201 410-685-3195	Sara Sprouse	Carrienne Ottinger
Kennedy Personnel Services 829 E. Baltimore Street Baltimore, MD 21202 410-659-5300	Elaine Kennedy	Jennifer Kennedy
Goodwill Staffing Services 222 East Redwood Street Baltimore, MD 21202 410-837-1880	Debra Drescher	Ann Anthony
Swift Staffing 2 W. Rolling Crossroads Suite 102 Catonsville, MD 21228 410-788-7011	Michael Jamison	Dean Swift

ACCOUNTING CLERK I

JOB SUMMARY

Under direct supervision, performs routine repetitive accounting clerical, or book keeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing and/or other accounting functions. Posts journal entries, processes payments, and verifies accuracy of data.

PRIMARY DUTIES

1. Reviews and processes routine financial documents such as invoices, payroll, timekeeping, vouchers, receipts, requisitions and reports, ensuring accuracy of mathematical computations and completeness.
2. Assists in maintaining detailed records of financial transactions in journals, ledgers and automated systems.
3. Assists in verification of accounts to which orders and vouchers are charged or to be credited.
4. Operates manual and automated equipment such as calculators, computer terminals, personal computers, and other office equipment to enter, retrieve, or correct and print out data.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High school diploma or GED.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Basic knowledge of mathematical methods and techniques. Ability to perform basic mathematical computations; to operate manual and automated office equipment, personal computers, software (Microsoft Word, Excel, Outlook, Word Perfect) and financial software, keyboards and calculators; to communicate effectively.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Circle Temps	410-653-1444	\$ 9.03
Kelly Services	410-685-3195	9.42
Swift Staffing	410-788-7011	9.42
Jones Network	410-649-0900	10.97

ACCOUNTING CLERK II

JOB SUMMARY

Under general supervision, performs moderately complex accounting clerical or bookkeeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing and/or other accounting functions. Post journal entries, processes payments, and verifies accuracy of data.

PRIMARY DUTIES

1. Assists in collecting and compiling data for inclusion in budget documents, financial statements, and other reports.
2. Assists in monitoring departmental accounts by gathering reports and records and identifying errors and discrepancies.
3. Inputs data, records and verifies details of financial transactions in journals, ledgers and automated systems.
4. Reviews and processes financial documents such as invoices, vouchers, receipts, requisitions, timesheets and reports, ensuring accuracy of mathematical computations and completeness.
5. Performs all duties of Accounting Clerk I.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High school diploma or GED.

EXPERIENCE: One year accounting clerical experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of bookkeeping principles, mathematical methods and techniques. Skill in performing basic mathematical computations; in the use of calculators. Ability to communicate effectively; to operate keyboards, personal computers (Microsoft Word, Excel, Outlook, Word Perfect) and financial software, manual and automated office equipment; to prepare written records and reports; to input data.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Circle Temps	410-653-1444	\$ 9.22
Swift Staffing	410-788-7011	10.75
Kelly Services	410-685-3195	10.94
Abacus Contract Staffing	410-633-1900 ext. 274	11.48

ADMINISTRATIVE ASSISTANT I

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JOB SUMMARY

Under general supervision, provides moderately complex administrative secretarial and clerical support to an individual or group. Work requires thorough knowledge of the organization and programs where assigned and involves moderate participation in the work of the supervisor. Incumbents have responsibility for office operations and function independently where procedures have been established with moderate consequence of error.

PRIMARY DUTIES

1. Prepares and reviews manuscripts, correspondence, charts, forms and other materials from copy created by others using typewriter and/or automated office equipment. Proofreads materials.
2. Composes responses to routine inquiries in accordance with general instructions. Reviews and edits outgoing correspondence for format, typographical and grammatical accuracy, and conformance with procedures.
3. Exercises initiative in establishing and revising files to meet current needs and demands for materials. Enters, updates, and retrieves information stores in files and databases; customizes special reports.
4. Monitors and updates time, leave, inventory, budget, and account records. Orders supplies, equipment, repairs and services.
5. Screens and distributes incoming mail based on knowledge of departmental operations.
6. Screens telephone calls and visitors, taking care of routine matters. Answers inquiries following general instructions and departmental procedures.
7. Schedules and coordinates meetings and appointments. Calls attention to appointments and assembles background materials. May attend meetings and prepare notes.
8. Makes travel arrangements following general instructions and keeps records of travel itinerary. Prepares and submits travel vouchers and expense reports.
9. Gathers and consolidates data for reports on the basis of general instructions.
10. Ensures confidentiality of information. Relays messages and instructions between supervisor and others, exercising independent judgment and initiative where guidelines and procedures have been established.
11. Supports office by using automated equipment such as facsimile machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years office experience, which included the production of, documents using automated equipment and software (Microsoft Word, Excel, Outlook, Word Perfect).

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

ADMINISTRATIVE ASSISTANT I

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REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of and skill in the practical application of office practices, procedures and equipment; of business English, spelling, punctuation, grammar and arithmetic. Skill in operating manual and automated office equipment; in performing arithmetic calculations; in composing general correspondence; in keeping clerical records; in preparing reports from various information sources. Ability to produce documents using automated equipment and office software (Microsoft Word, Excel, Outlook, Word Perfect); to file documents according to alphabetic and numeric sequence; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; to interact with the public, employees, and students in a courteous and efficient manner; to plan, organize, prioritize, and execute multiple and continuing assignments with general instructions.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Swift Staffing	410-788-7011	\$ 9.75
Circle Temps	410-653-1444	10.31
Kelly Services	410-685-3195	10.88
Abacus Contract	410-633-1900 ext. 274	11.05

ADMINISTRATIVE ASSISTANT II

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JOB SUMMARY

Under general supervision, provides complex administrative secretarial and clerical support to an individual or group. Work requires comprehensive knowledge of the organization or program where assigned, skill in working with issues related to policy, procedures, and involves intensive participation in the work of the supervisor. Incumbents exercise discretion and frequent independent judgment and action with considerable consequence of error.

PRIMARY DUTIES

1. Prepares and revises manuscripts, correspondence, charts, forms, and other materials from copy created by others using typewriter and/or automated office equipment. Proofreads materials.
2. Drafts replies to general inquiries, which do not require technical program knowledge. Signs routine correspondence of a non-technical nature.
3. Reads and edits outgoing correspondence for procedural, typographical and grammatical accuracy, conformance with general policy and factual correctness. Calls deviations or inadequacies to writer's attention.
4. Exercises independent judgment and initiative in establishing and revising complex and sensitive filing systems. Enters, updates, and retrieves information stored in files and databases; customizes special reports.
5. Researches, analyzes, and summarizes information and source materials for reports independently and communicates findings orally and in writing.
6. Receives and reads incoming correspondence and information. Summarizes and prioritizes review of correspondence. Screens out items to be handled personally and forwards remainder with necessary background material.
7. Receives and screens telephone calls and visitors. Independently handles procedural and substantive matters and inquiries, which do not require technical knowledge or refers callers to others as appropriate.
8. Makes all necessary arrangements for travel and independently performs required administrative follow-up and record keeping.
9. Monitors and updates time, leave, inventory, and account records. Assists in preparing and administering departmental budget.
10. Acts as intermediary for supervisor, interacting with officials, staff at all levels and the public. Provides information requiring comprehensive knowledge of institutional policies, procedures, and special departmental issues.
11. Anticipates supervisor's course of action when absent and facilitates problem resolution. Interprets administrative decisions and policies to other staff and transmit directions and instructions based on authority delegated by the supervisor.
12. Ensures confidentiality of information. Provides guidance and instruction to office support staff.
13. Supports office by using automated equipment such as facsimile machines, personal or networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

ADMINISTRATIVE ASSISTANT II

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three years secretarial experience.

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions may require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the practical application of office practices, procedures, and equipment; of business English, spelling, punctuation, grammar, and arithmetic. General knowledge of and skill in the use of word processing, database, and spreadsheet software programs (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect, Power Point, Microsoft Publisher, Mail Merge). Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality of information and handling sensitive matters with discretion and tact. Ability to project a professional and positive image; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; to make effective oral presentations; to interact with students, public officials and staff at all levels in a courteous and efficient manner; to plan, organize, prioritize, and execute complicated and continuing assignments without instruction; to manage office operations and staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Swift Staffing	410-788-7011	\$ 10.51
Circle Temps	410-653-1444	10.65
Kelly Services	410-685-3195	11.52
Abacus Contract	410-633-1900 ext. 274	11.70

EXECUTIVE ADMINISTRATIVE ASSISTANT I

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JOB SUMMARY

Under general supervision, provides executive level secretarial and administrative assistance to a key executive or official as designated by the institution. Incumbents regularly handle matters of a highly confidential or sensitive nature. Level allocation is based on criteria as established by the institution.

PRIMARY DUTIES

1. Prepares and revises manuscripts, correspondence, charts, forms, and other material from copy or notes created by others using typewriter and/or automated office equipment. Proofreads materials.
2. Composes replies to general inquiries requiring comprehensive program knowledge. Signs important correspondence frequently without instruction or review.
3. Reads and edits outgoing correspondence for procedural, typographical and grammatical accuracy with general policy and factual correctness. Corrects and calls deviations or inadequacies to writer's attention as deemed appropriate.
4. Exercises independent judgment and initiative in establishing and revising complex and sensitive filing systems. Enters, updates, and retrieves information stored in files and databases; customizes special reports.
5. Researches, analyzes and summarizes information and source materials for reports independently and communicates findings orally and in writing.
6. Receives and reads incoming correspondence and information. Summarizes and prioritizes review of correspondence. Screens out items to be handled personally and forwards remainder with necessary background materials.
7. Receives and screens telephone calls and visitors. Independently handles procedural and substantive matters and inquiries, which do not require technical knowledge or refers callers to others as appropriate.
8. Schedules appointments and engagements without prior clearance. Makes arrangements and coordinates all details for meetings. Assures that executive is fully briefed before meetings on matters to be considered. May attend meetings and prepare notes.
9. Makes all necessary arrangements for travel and independently performs required administrative follow-up and record keeping.
10. Oversees office operations, ensures equipment, materials, and space are used efficiently and effectively. Assists in preparing and administering departmental budget.
11. Acts as intermediary for executive, interacting with officials, staff at all levels, and the public. Provides information requiring comprehensive knowledge of institution policies, procedures, and special issues.
12. Anticipates executive's course of action when absent and facilitates problem resolution. Interprets administrative decisions and policies to other staff and transmits directions and instructions based on authority delegated by the executive.
13. Ensures confidentiality of information. Provides guidance and instruction of office support staff.
14. Supports office by using automated equipment such as facsimile Machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

EXECUTIVE ADMINISTRATIVE ASSISTANT I

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Four years secretarial experience.

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions may require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the application of office practices, procedures, and equipment; of business English, spelling, grammar, and arithmetic. General knowledge of and skill in the use of word processing, database, and spreadsheet software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect, Power Point, Microsoft Publisher, Mail Merge) to produce documents and maintain information. Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality and handling sensitive matters with discretion and tact; in interacting with students, public officials and staff at all levels in a courteous and efficient manner; in planning, organizing, prioritizing and executing complicated and continuing assignments without instruction. Ability to communicate effectively both orally and in writing; to understand and follow oral and written instructions; to project a professional and positive image of the institution; to make effective oral presentations; to supervise office operations and staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Circle Temps	410-653-1444	\$ 11.20
Swift Staffing	410-788-7011	12.15
Kelly Services	410-685-3195	12.16
Goodwill Industries	410-837-1880	12.40

EXECUTIVE ADMINISTRATIVE ASSISTANT II

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JOB SUMMARY

Under general supervision, provides executive level secretarial and administrative assistance to a key executive or official as designated by the institution. Incumbents regularly handle matters of a highly confidential or sensitive nature. Level allocation is based on criteria as established by the institution.

PRIMARY DUTIES

1. Prepares and revises manuscripts, correspondence, charts, forms, and other material from copy or notes created by others using typewriter and/or automated office equipment. Proofreads materials.
2. Composes replies to general inquiries requiring comprehensive program knowledge. Signs important correspondence frequently without instruction or review.
3. Reads and edits outgoing correspondence for procedural, typographical and grammatical accuracy with general policy and factual correctness. Corrects and calls deviations or inadequacies to writer's attention as deemed appropriate.
4. Exercises independent judgment and initiative in establishing and revising complex and sensitive filing systems. Enters, updates, and retrieves information stored in files and databases; customizes special reports.
5. Researches, analyzes and summarizes information and source materials for reports independently and communicates findings orally and in writing.
6. Receives and reads incoming correspondence and information. Summarizes and prioritizes review of correspondence. Screens out items to be handled personally and forwards remainder with necessary background materials.
7. Receives and screens telephone calls and visitors. Independently handles procedural and substantive matters and inquiries, which do not require technical knowledge or refers callers to others as appropriate.
8. Schedules appointments and engagements without prior clearance. Makes arrangements and coordinates all details for meetings. Assures that executive is fully briefed before meetings on matters to be considered. May attend meetings and prepare notes.
9. Makes all necessary arrangements for travel and independently performs required administrative follow-up and record keeping.
10. Oversees office operations, ensures equipment, materials, and space are used efficiently and effectively. Assists in preparing and administering departmental budget.
11. Acts as intermediary for executive, interacting with officials, staff at all levels, and the public. Provides information requiring comprehensive knowledge of institution policies, procedures, and special issues.
12. Anticipates executive's course of action when absent and facilitates problem resolution. Interprets administrative decisions and policies to other staff and transmits directions and instructions based on authority delegated by the executive.
13. Ensures confidentiality of information. Provides guidance and instruction of office support staff.
14. Supports office by using automated equipment such as facsimile machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

EXECUTIVE ADMINISTRATIVE ASSISTANT II

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years secretarial experience, one year of which was providing primary secretarial support to a key administrator.

OTHER: Requires keyboard skills of a minimum of 40 correct words per minute. Some positions may require specific skills such as machine transcription, shorthand, legal or medical terminology. All applicants must successfully complete the institution's required selection criteria.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the application of office practices, procedures, and equipment; of business English, spelling, grammar, and arithmetic. Thorough knowledge and skill in the use of word processing, database, and spreadsheet software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect, Power Point, Microsoft Publisher, Mail Merge) to produce documents and maintain information. Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality and handling sensitive matters with discretion and tact; in interacting with students, public officials and staff at all levels in a courteous and efficient manner; in planning, organizing, prioritizing and executing complicated and continuing assignments without instruction. Ability to communicate effectively both orally and in writing; to understand and follow oral and written instructions; to project a professional and positive image of the institution; to make effective oral presentations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Circle Temps	410-653-1444	\$ 11.63
Goodwill Industries	410-837-1880	12.79
Swift Staffing	410-788-7011	12.80
Kelly Services	410-685-3195	12.80

OFFICE CLERK I

JOB SUMMARY

Under direct supervision, performs moderately complex clerical work requiring the application of varied procedures or specialized methods. May provide guidance or instruction to office assistants.

PRIMARY DUTIES

1. Reviews and verifies documents for completeness, accuracy, timeliness and compliance with procedures.
2. Responds to routine inquiries requiring knowledge of relevant department policies and procedures.
3. Assembles compiles and edit data and records. Prepares worksheets, tables, correspondence and simple reports.
4. Codes, sorts and files documents and materials. Maintains manual and/or automated record keeping systems. Enters and retrieves data.
5. Receive sorts and distribute incoming materials. Participates in preparing bulk mailings.
6. Operates office equipment such as personal computers, typewriters, calculators, facsimile machines, and photocopiers.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: One year in clerical work.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of office practices, procedures and equipment; of grammar, spelling and punctuation. Skill in filing documents according to alphabetic and numeric sequences; in operating manual and automated office equipment; in performing routine clerical tasks, computer software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect). Ability to independently perform specialized clerical tasks; to understand and apply departmental policies and procedures; to communicate effectively; to follow oral and written instructions; to maintain effective work relationships; to perform arithmetic computations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Swift Staffing	410-788-7011	\$ 9.10
Circle Temps	410-653-1444	9.15
Kelly Services	410-685-3195	9.42
Kennedy Personnel Services	410-659-5300	9.67

OFFICE CLERK II

JOB SUMMARY

Under general supervision, performs complex clerical work requiring the application of varied procedures and specialized methods. May provide guidance and instruction to office clerks and assistants.

PRIMARY DUTIES

1. Assists in coordination of clerical work for a department or program. Plans work flow of assigned clerical tasks or function.
2. Processes a variety of documents requiring knowledge of relevant departmental policies and procedures and interaction with others. Assembles, compiles, and edits data and records. Prepares worksheets, and reports.
3. Identifies and resolves clerical processing problems. Recommends new or revised procedures.
4. Receives and directs calls and visitors. Responds to moderately complex inquiries requiring research or interpretation of departmental policies and procedures. Makes referral to professional staff or others as appropriate.
5. Maintains manual and automated record keeping and filing systems. Enters and retrieves data. Codes, sorts, and files documents and materials.
6. Reviews and verifies statistical and other reports for completeness and accuracy of computations.
7. Operates office equipment such as personal computers, typewriters, calculators, facsimile machines, and photocopiers.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: Two years in clerical work.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of office practices, procedures, and equipment; of grammar, spelling and punctuation. Skill in preparing reports; in operating manual and automated office equipment; in performing mathematical computations; in performing routine clerical tasks; in filing documents according to alphabetic and numeric sequences. Ability to plan and independently perform specialized clerical tasks; to understand and interpret department policies and procedures; to communicate effectively both orally and in writing; to follow oral and written instructions; to establish and maintain effective work relationships; to operate personal computers (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect) and assigned word processing and spreadsheet software.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Circle Temps	410-653-1444	\$ 9.49
Swift Staffing	410-788-7011	9.75
Kelly Services	410-685-3195	10.06
Abacus Contract	410-633-1900 ext. 274	11.05

IT DATA ENTRY OPERATOR

JOB SUMMARY

Under direct supervision, operates keyboard or other data entry device to record data onto various electronic storage media.

PRIMARY DUTIES

1. Enters alphabetic, numeric, or symbolic data from various source documents into computer, using an electronic keyboard or optical scanner.
2. Ensures accuracy of data by comparing it against source documents. Deletes incorrect data and re-enters corrections into the system.
3. Maintains records of work completed.
4. Prepares routine reports and disseminates these according to established procedures.
5. Responds to routine inquiries and resolves routine problems that are either data or machine related.
6. Performs related duties such as compiling, sorting and counting data to be entered.
7. Operates standard office equipment such as personal computer, data entry devices, word processors, microfilm readers, printers, and photocopiers.
8. Performs general clerical duties such as typing, filing, and answering phones.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year in the operation of electronic keyboards or other data entry devices.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to operate a keyboard or other data entry device, computer software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect).

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Swift Staffing	410-788-7011	\$ 9.49
Kelly Services	410-685-3195	9.99
Circle Temps	410-653-1444	10.15
Abacus Contract	410-633-1900 ext. 274	11.05

LIBRARY ASSISTANT

JOB SUMMARY

Under direct supervision, performs routine repetitive clerical and/or non-complex library duties using manual and automated library systems.

PRIMARY DUTIES

1. Searches and retrieves materials from library stacks. Sorts and shelves materials. Provides library users with information and directional assistance in retrieving material from library stacks.
2. Charges and discharges circulating library materials on automated systems and sensitizing material.
3. Searches manual and automated files to verify holdings or bibliographic information.
4. Verifies shipment contents and property stamps materials; checks in library material.
5. Performs repetitive bindery procedures such as copying, ordering, retrieving replacement pages and tipping into documents.
6. Assists in ordering and storing library inventory or supplies and work forms.
7. Performs routine clerical tasks such as opening and distributing mail, photocopying, collecting and compiling statistics, filing, typing, and periodical maintenance.
8. Participates as needed in training or monitoring student help.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs. This position may require some evening and weekend hours.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Skill in alphabetic and numeric filing. Ability to learn and understand library terminology and functions; to communicate effectively; to establish and maintain effective working relationships with library users and staff; to lift, transport, sort and shelf library materials; to operate standard library and office equipment including personal computers (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect, Power Point, Microsoft Publisher) and library software, photocopiers, microfilm and microfiche readers.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Circle Temps	410-653-1444	\$ 9.51
Kelly Services	410-685-3195	9.58
Swift Staffing	410-788-7011	9.81
Jones Network	410-649-0900	10.97

OFFICE ASSISTANT

JOB SUMMARY

Under direct supervision, performs routine office work. May function as a receptionist or file clerk.

PRIMARY DUTIES

1. Receives and directs incoming calls and visitors. Responds to general inquiries regarding office operations.
2. Assists in maintaining records and filing systems. Codes, combines, copies, sorts and files documents according to defined procedures. Processes a high volume of similar routine transactions with clearly defined procedures.
3. Assembles and compiles basic data according to specific instructions. Utilizes manual and automated methods to enter and retrieve data.
4. Prepares and assists in preparing bulk mailings.
5. Delivers, posts and retrieves documents and materials on campus.
6. Operates office equipment such as single and multi-line telephones, personal computers, typewriters, facsimile machines, and photocopiers.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, spell accurately, and write legibly; to communicate effectively; to operate manual and automated office equipment, computer software (Microsoft Word, Microsoft Office Sweet, Excel, Outlook, Word Perfect) and keyboards; to file documents according to alphabetic and numeric sequences; to understand and follow oral and written instructions; to communicate effectively; to maintain effective work relationships; to perform arithmetic computations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CALL CONTRACTORS IN THE SEQUENCE LISTED

<u>CONTRACTOR</u>	<u>TELEPHONE</u>	<u>RATE</u>
Circle Temps	410-653-1444	\$ 9.22
Swift Staffing	410-788-7011	9.28
Kelly Services	410-685-3195	9.42
Kennedy Personnel Services	410-659-5300	9.47