

## **Temporary Staffing Services Agreements Attachment D - Job Classifications**

**9/15/2008-9/14/2013**

### **Clerk**

Under close supervision and direction, performs repetitive, routine, or standardized tasks with specific instructions being provided. Assignments entail specific steps or a series of steps which are normally repetitive and in a prescribed sequence.

Requires: Some written and oral communication skills and organizational ability.

### **Senior Clerk/Assistant I**

Under close supervision and direction, performs routine or standardized administrative and clerical functions independently or from specific instructions or guides. Responsible for accuracy, completeness and end products of work. May have independent responsibility for a small unit or comprehensive function requiring integration and coordination of a variety of information or administrative services. May have some cash handling duties.

Requires: 6 months-2 years of prior experience involving similar duties. Some written communication skills and intermediate oral communication skills. General organizational ability. Basic calendaring skills. Basic search engine skills.

### **\_\_\_\_\_ Assistant II**

Under general supervision and close direction, performs administrative and clerical functions requiring knowledge of basic principles and methods of a technical or professional field and some independent judgment. Responsible for interpretations and decisions based on established policies, precedents and administrative regulations. May have some cash handling duties.

Requires: 3-4 years of prior experience involving similar duties in a similar office environment. Basic skills in MS Office Suite. Intermediate written communication skills and strong oral communication skills. General organizational ability. Basic calendaring skills. Intermediate search engine skills.

### **\_\_\_\_\_ Assistant III**

Under general supervision and direction, performs one or more administrative and clerical functions involving analysis and problem solving. Has independent, administrative responsibility for a comprehensive function, service or unit frequently requiring the determination of procedures, methods and policy applications. Prepares reports and policy recommendations. May have some cash handling duties.

Requires: 4-5 years of prior experience involving similar duties in a similar office environment. Basic skills in MS Office Suite. Strong written and oral communication skills. High organizational ability. Basic calendaring skills. Intermediate search engine skills.

### **Medical Front Desk/File Clerk**

(Summary of duties is not yet available.)

Requires: 2-3 years of prior experience involving similar duties in a doctor's office, clinic and/or hospital. Basic skills in MS Office Suite. Intermediate written communication skill. Oral communication skills. High organizational ability. Intermediate calendaring skills. Intermediate search engine skills. Excellent IDX (Patient Scheduling) Training. Cash handling skills.

### **Administrative Specialist**

Under general supervision and direction, independently performs a variety of professional and administrative duties in support of the day-to-day operations of a function, program, and/or department. Assists in program planning and development. Interprets, monitors and analyzes information regarding operating policies and procedures. Administers budgets; and coordinates academic and/or staff matters.

Requires: 5 years of prior experience involving similar duties in a similar office environment. Advanced skills in MS Office Suite. Advanced Excel skills. Strong written and oral communication skills. High organizational ability. Advanced calendaring skills. Advanced search engine skills. Access skills desirable.

### **Administrative Analyst**

Under minimal supervision and direction, independently performs complex administrative analysis. Analyzes existing and proposed administrative structures, policies and procedures. Determines and locates sources for collecting data. Reviews, analyzes and summarizes reports. Provides consultative services to management. Assignments are usually given on a project basis, which involves analyzing a problem fully, gathering data and information, evaluating solutions and making a final recommendation.

Requires: BA degree or equivalent education and experience. 5+ years of prior experience involving similar duties in a similar office environment. Advanced skills in MS Office Suite. Advanced Excel skills. Strong written and oral communication skills. High organizational ability. Advanced calendaring skills. Advanced search engine skills. Access and MS Project skills desirable.

### **Executive Secretary**

(Summary of duties is not yet available.)

Requires: 5 years of prior experience involving similar duties in a similar office environment. Advanced skills in MS Office Suite. Advanced Excel skills. Strong written and oral communication skills. High organizational ability. Advanced calendaring skills. Advanced search engine skills.

### **Accountant I**

Under close supervision and direction, performs responsible and complex accounting duties in the Accounting Department or other operational unit. Supervises the preparation of journal entries, and other accounting records. Analyzes and interprets accounting data and makes recommendations and reports.

Requires: BA degree or equivalent education and experience. 2 years of prior experience involving similar duties in a similar office environment. Basic skills in MS Office Suite. Intermediate Excel skills. Strong written and oral communication skills. General organizational ability. Basic calendaring skills. Basic search engine skills. General skills in journal entries, accounting principles, and financial statement preparation. Basic report preparation skills. Ability to provide financial advice.

### **Accountant III**

(Summary of job duties is not yet available.)

Requires: BA degree or equivalent education and experience. 3 years of prior experience involving similar duties in a similar office environment. Basic skills in MS Office Suite. Intermediate Excel skills. Intermediate written and oral communication skills. General organizational ability. Basic calendaring skills. Basic search engine skills. General skills in journal entries, accounting principles, report preparation, and financial statement preparation. Ability to provide financial advice.

### **Accountant III**

Under general supervision and direction, performs responsible and complex accounting duties in the Accounting Department or other operational unit with some independent judgment. Supervises the preparation of journal entries, and other accounting records. Analyzes and interprets accounting data and makes recommendations and reports.

Requires: BA degree or equivalent education and experience. 4 years of prior experience involving similar duties in a similar office environment. Basic skills in MS Office Suite. Intermediate Excel skills. Strong written and oral communication skills. Strong organizational ability. Basic calendaring skills. Intermediate search engine skills. Strong skills in journal entries, accounting principles, report preparation, and financial statement preparation. Strong ability to provide financial advice. MS Project and Powerpoint skills desirable.

### **Accountant IV**

Under minimal supervision and general direction, independently performs responsible and complex accounting duties in the Accounting Department or other operational unit. Supervises the preparation of journal entries, and other accounting records. Analyzes and interprets accounting data and makes recommendations and reports.

Requires: BA degree or equivalent education and experience. 5+ years of prior experience involving similar duties in a similar office environment. Advanced skills in MS Office Suite and Excel. Strong written and oral communication skills. High organizational ability. Basic calendaring skills. search engine skills. Strong skills in journal entries, accounting principles, report preparation, and financial statement preparation. Strong ability to provide financial advice. MS Project and Powerpoint skills desirable.