



DEPAUL INDUSTRIES™

At the Center of Business Success & Social Good
for Over 40 Years

TEMPORARY STAFFING SERVICES

Catalog of Services 2013-2014

Corporate Headquarters (Portland): 503.281.1289

Bremerton Branch: 360.405.1263 • Eastern Oregon Branch: 541.289.3120 • Baltimore Branch: 443.566.2380
Eugene Branch: 541.338.8272 • Salem Branch: 503.856.9563 • Sierra Vista Branch: 520.458.6100

www.depaulstaffing.com

Contents

1	Accounting Assistant 1	8	Landscaper/Groundskeeper 1
1	Accounting Assistant 2	8	Landscaper/Groundskeeper 2
2	Accounting Administrative Specialist	9	Library Technician
2	Administrative Specialist 1	9	Mail Services Clerk
2	Administrative Specialist 2	9	Multimedia Specialist 1
3	Bookkeeping/Accounting Technician 1	9	Multimedia Specialist 2
3	Bookkeeping/Accounting Technician 2	10	Office Assistant 1
4	Cashier	10	Office Assistant 2
4	Clerk, General	11	Office Specialist 1 (Level 1)
4	Data Control Specialist	11	Office Specialist 1 (Level 2)
4	Data Entry Operator 1	11	Office Specialist 1 (Level 3)
4	Data Entry Operator 2	11	Office Specialist 2 (Level 1)
4	Data Entry Operator 3	12	Office Specialist 2 (Level 2)
4	Flagger 1	12	Office Specialist 2 (Level 3)
4	Flagger 2	12	Office Specialist 3
4	Food Service Worker	12	Public Service Specialist 1
5	General Service Maintenance 1	12	Public Service Specialist 2
5	General Service Maintenance 2	13	Public Service Specialist 3
5	General Service Maintenance 3	13	Receptionist
6	Housekeeper	13	Recreation Leader
6	Janitorial Worker	13	Shipping / Receiving Clerk
6	Laboratory Assistant	14	Traffic Counter
7	Laborer 1	14	Transcriber 1
7	Laborer 2	14	Transcriber 2

Accounting Assistant 1

- Applies basic accounting theory to account for standard revenues, expenditures, transfers, accounts payable, accounts receivables and inventory in accordance with government accounting standards.
- Verifies fiscal source documents for accuracy, completeness, authorization and coding.
- Verifies proper application fees, refunds, collections and discounts within the context of verifying general ledger balances or reconciling sub-systems to the general ledger or identifying system problems or control weaknesses.
- Reviews fiscal transactions to assure conformity with accepted accounting principles and with statute, policy, procedure and availability of funds. Reviews and verifies the accuracy and classifications of transactions posted to accounting journals, general ledger accounts, and other subsidiary records.
- Does routine reconciliations such as cash accounts.
- Applies basic accounting theory to design, generate and reconcile accounting reports such as individual fund balance sheet and operating statements for a small number of funds and various other accounting statements and reports.
- Does basic or routine analysis of agency fiscal data (i.e., budget versus actual revenues and expenditures, allocation of direct and indirect costs, etc. having known sources of data and standard method for analysis) from agency or statewide financial management systems reports.
- Communicates and explains pertinent accounting data. Applies basic accounting theory to recommend establishment of accounting controls and financial review trails to higher level accounting staff or management.
- Recommends accounting and related improvements to the processing, recording and classification of transactions and account balances.
- Suggests accounting related improvements to business practices.
- Helps design and implement minor accounting systems.
- May oversee the work of technical accounting staff.

Accounting Assistant 2

- Uses and established accounting system to establish and maintain accounting procedures and controls for accounting functions such as accounts payable, accounts receivable, contracts, grants, inventory, purchasing, payroll, etc.
- Sets up new ledgers and account codes.
- Analyzes a variety of nonstandard accounting transactions to decide and initiate appropriate entries.
- Reconciles accounts, initiates corrections, and makes adjusting entries.
- Makes or recommends changes to eliminate future reconciliation problems stemming from systems, processes, policies or procedures.
- Interprets and applies laws, rules, regulations and fiscal policies and procedures to the functions of a particular agency.
- Assures preparation of variety of agency expenditure, revenue, budget status and other management reports.
- Prepares the information for the statewide financial report.
- Prepares required annual financial statements and related notes and disclosures for an agency of moderate complexity.
- Prepares portions of required annual financial statements and related notes and disclosures for a complex agency. Complex agencies are characterized by multiple accounting systems and many fund types, revenue sources, cost centers and cost allocations. There are usually multiple levels of controlling regulations (agency, state, federal, private, etc.) and overlapping reporting periods. Other complexity factors include decentralized operating structures, dedicated or restricted funds and specialized issues such as bonds, investments or trusts.
- Prepares cash forecasts, revenue estimates and expenditure projections for planning purposes.
- Monitors budget balances and brings issues or proposes corrective action to management.
- Estimates, maintains and reviews financial information for one or more programs or accounting funds.
- Analyzes financial issues and proposes solutions consistent with available funds, policies, procedures, and generally accepted accounting principles.
- Serves on a team that recommends significant modifications to agency accounting systems and policies.
- Suggests enhancements for statewide financial management systems.
- Helps devise and install agency specific accounting systems, procedures and reporting methods or agency use of statewide financial management systems.
- Responds to auditors and other external organizations' information requests.
- Presents work products to agency management and external parties.
- May oversee the work of lower level professional and technical accounting staff.

Accounting Administrative Specialist

- Familiar with basic principles of accounting.
- Experience with general ledgers, fixed assets and/or financial statement preparation.
- Review and interpret business asset listings.
- Operate computers, perform internet searches and effectively use software (i.e. MS Word, Excel, and PowerPoint) as well as data base applications.
- Analytical and problem solving skills.
- Work in high production, deadline oriented environment while maintaining high quality of work.
- Work independently and manage individual workload.

Administrative Specialist 1

- Develops procedures, systems and forms necessary to complete work and ensure efficient flow of information, work flow, delivery of services within the agency and/or with other agencies, vendors or contractors.
- Reviews, revises, and edits drafts of Administrative Rules for appropriate readability levels, consistency of content and definitions within existing rules and compliance with standards of Secretary of State.
- Trains and coordinates agency staff work in preparation, processing and distribution of Administrative Rules.
- Coordinates and schedules hearing dates and locations for agency hearings officers, protestants, attorneys, and witnesses.
- Plans, prepares, and presents workshops for agency staff, agency clients, or the public to provide information about agency services or to explain new laws, processes or procedures.
- Coordinates the effective flow of documents (e.g., agency policies and procedures, budget proposals, management studies) and/or requests requiring action through an established process ensuring that deadlines for analysis, approval, and/or final action are met.
- Acts as agency coordinator for technical manuals, directives and procedures by editing, proofing, arranging for printing and distribution and preparing extensive indexes.
- Writes instructional manuals describing procedures and requirements for use by staff, other agencies, agency clients, and/or the public.
- Explains laws, rules, and procedures for obtaining agency benefits and/or services (e.g., grants, credits, reimbursements, claims for payments from specialized funds).
- Determines if applicant meets or continues to meet criteria for and approves or denies benefits and/or services.
- Tracks legislative bills by reading proposed legislation, maintaining calendars for hearings and/or work sessions; researches, collects data and prepares reports outlining the impacts of legislation or changes in procedures on agency programs and funding and updating status of each bill.
- Compiles statistical information related to program or operation measuring success rate and/or performance to be used by others to make decisions related to the program.
- Develops detailed reports on a monthly, quarterly, semiannual, or annual basis.

Administrative Specialist 2

- Establishes and maintains procedures and other controls necessary in carrying out assigned program activities.
- Coordinates projects or other activities with Federal, local and State agencies to accomplish identified goals and objectives.
- Monitors program activities for compliance with Federal and/or State laws, provider eligibility, client needs, subcontractor, vendor, or client abuse or fraud.
- Audits expenditures, identifies and projects trends; conducts studies related to assigned program area, evaluates information and prepares a report which includes a thorough analysis of subject and recommendations on a course of action or solution to problem.
- Implements recommendations approved by management; assists administrative superior in developing long and short range operational or program goals.
- Researches information and responds to inquiries from investigators, hearings officers, law enforcement personnel, attorneys, State, and Federal legislators, staff from public and private agencies, the media, or the general public.
- Analyzes and evaluates financial and statistical data and other information on requests for agency services or other situations requiring agency action and interprets and applies laws, rules and regulations in determining and implementing or authorizing an appropriate course of action.
- Negotiates with involved parties to resolve problems, gain compliance, reach a settlement or determine provision of services.
- Acts as a liaison between agency and other State and/or Federal agencies or the public in communicating programs goals and objectives.
- Interprets rules and regulations and provides information, advice and direction to agency staff, the public or other State local, Federal agencies to assist them in carrying out assigned activities, achieve compliance, resolve problems or determine an appropriate course of action.
- Prepares and coordinates interagency agreements, contracts, leases, requests for proposals, or other agreements with State, Federal, or local agencies or other jurisdictions.
- Assesses needs and problems of assigned program area and prepares recommendations regarding training needs or changes to policies and procedures.
- May travel throughout the state to monitor and evaluate program operations, provide training to agency staff, vendors, or subcontractors.

Bookkeeping/Accounting Technician 1

- Compiles and sorts documents such as invoices or checks substantiating business transactions.
- Checks fiscal source documents to determine completeness, accuracy, and proper authorizations.
- Maintains essential records and files. Receives funds, records amounts received and prepares records of transactions, records data and balances accounts; prepares bank deposits.
- Sorts documents by classification code for recording. Records individual expenditure and encumbrance items.
- Enters or records accounting transactions (e.g., disbursement vouchers, interfund or interagency transfers, and customer statements) into accounting system.
- Verifies, allocates and records details of business transactions to subsidiary accounts in journals or computer files.
- Communications with agency staff and vendors to gather information about billings, accounts, etc. to identify if there is an error or problem.
- Following instructions or standard formats, compiles and collects data from standard sources for inclusion in budget requests, financial reports or special requests for information.
- Tabulates data for presentation in miscellaneous budget reports.
- Gathers, reviews and enters payroll data such as hours worked, cost center, overtime, etc. from timesheet or other record.
- Communicates with employees to get missing or to clarify information.

Bookkeeping/Accounting Technician 2

- Reviews and checks financial documents and reports such as invoices, vouchers, receipts, and requisitions for mathematical accuracy, completeness, consistency and propriety.
- Codes or verifies accuracy of accounting codes assigned to individual transaction documents according to accounts listing.
- Computes, prepares and processes billings, warrants or disbursements to account for money owed by or due to agency.
- Maintains accounting records to document funds for money owed by or due to an agency.
- Maintains accounting records to document funds received or paid in accounts or subsidiary books.
- Summarizes details in separate ledgers or computer files and records summary data in the general ledger.
- Resolves differences and balances accounts to general ledger. Prepares recurring balance sheets and reports.
- Prepares journals and subsidiary books; does routine closings.
- Maintains encumbrance accounting controls to preclude over-expenditure of funds.
- Resolves discrepancies in computer edits and account balances.
- Reviews source documents and compares summary amounts to details to find and correct errors, calculates and makes adjustments.
- Gives information and solves problems about payables, receivables, collections and other information needed by an agency or vendor.
- Handles complex and usual determinations and computations using established rules, regulations and policies.
- Helps budget and accounting officers by accumulating and consolidating data for various fiscal and budget reports and projections.
- Compiles tables of revenues and expenses to show current budget status.
- Balances budget summary accounts with actuals to identify discrepancies.
- Process standard travel reimbursements.
- Communicates with claimant to get missing information and clarify rules of requirements.
- Records changes affecting net wages (e.g., gross pay adjustments, exemptions, insurance coverage or voluntary deductions) to update master payroll records in less complex payroll operations (i.e., little shift work; one or two collective bargaining agreements, single payroll systems; large, limited field structures with remote entry, etc.)
- Assures compliance with governing regulations (e.g., collective bargaining agreements, Fair Labor Standard Act, COBRA, PERS, Wage and Hour, etc.).
- Explains application of governing regulations to employees and managers.
- Responds to employee questions about payroll and insurance processes.
- Explains insurance options to new hires and changes to employees during open enrollment.

Cashier

- Receive and disburse money.
- May involve use of electronic scanners, cash registers, or related equipment.
- May involve processing credit or debt card transactions and validating checks.
- Provide accurate receipts and maintain routine records of all transactions.

Clerk, General

- Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures.
- Clerical duties may be assigned in accordance with the office procedures.
- Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Data Control Specialist

- Uses precedents and basic troubleshooting techniques and does installations following established instructions. Examples of typical installations at this level include installing established software with limited impact to other software or simple hardware memory upgrades.
- Monitors daily performance of communications system, software or data base and identifies and reports performance problems and issues.

Data Entry Operator 1

- Reads, codes, and selects appropriate format for job from procedures manuals to enter data from a variety of handwritten or typed source documents using alpha and/or numeric key station of data entry terminal at a minimum production rate of 6,000 or more strokes per hour.
- Identifies errors in source documents and contacts user for clarification or refers to appropriate staff for return to author.

Data Entry Operator 2

- Performs all duties of Data Entry Operator 1 at a minimum production rate of 8,000 or more strokes per hour.
- Reenters data from source documents initially keyed by another operator to verify accuracy, correct errors, insert missing information, and delete unnecessary information.
- Proofreads computer printouts to identify errors in information entered directly on-line to computer.

Data Entry Operator 3

- Performs all duties of Data Entry Operator 2 at a minimum production rate of 10,000 or more strokes per hour.
- Updates and maintains procedure manual.
- Sorts source documents into batches, assigns batch number and completes work order form with number of records entered and processing time.
- Files source documents.
- Suggests changes in source document forms or job formats to improve keystroke production.

Flagger 1

- Directs traffic around hazards or crews in the roadway; sets out temporary road signs, traffic cones, and barricades at work sites.
- May be required to provide non-flagging duties (related labor), as requested.

This level of Flagger is one who has less than 200 hours of road experience.

Flagger 2

- Directs and regulates traffic during roadway maintenance operations by placing signs at job site, holding a hand sign, operating pilot car and communicating with other employees and motorists in order to ensure safe passage of traffic through work zone.

This level of Flagger must be State Flagging Certified.

Food Service Worker

- Maintains adequate supplies of dishes, cups, flatware, and napkins on the service line.
- Sets up and refills condiments, dispensers, and food pans.
- Portions food items for residents' trays according to each residents' trays according to each resident's diet card.
- Checks diet change sheets for modifications to residents' diet; pours juice, coffee, and other drinks.
- Wraps utensils and places on trays; some employees in this class assist staff members by serving food on tray lines; may count and record all utensils before and after meals as a security measure.
- Clears dirty dishes and trays from tables; cleans tables, chairs, sinks, counters, fountains, and serving area.
- Sweeps and mops floors; wipes spills; collects and removes trash; replaces trash; replaces trash can liners; washes trays and carts; sorts and stacks dishes, glasses, and utensils, washes dishes, pots, and pans; fills and empties dishwasher and stacks clean dishes, glasses, and cups; clean coffee pots, blenders, pop machine dispensers, ice cream and hot chocolate machines, and other commercial equipment.
- Some employees in this class may assist higher-level staff members by making cold sandwiches, toast, garden salads, and dressing for salads; some employees may clean, cut, and chop vegetables and fruits, fill drink machines, mix beverages, make coffee, and slice desserts; some employees may fill customer coffee and donut orders for conferences and meetings. Assist food service staff members with special meal functions by setting and decorating tables; assists staff members by preparing sack lunches, snacks, and other special requests.

General Service Maintenance 1

- Under guidance of a journey level plumber assists in installation of new plumbing including pipes, drains, tubs, faucets, and other plumbing fixtures and equipment; makes simple repairs on old plumbing such as renewing washes and valves; cleans and opens drains and other water lines.
 - Under guidance of a journey level carpenter assists in general maintenance and construction work of a simple nature such as building fences, repairing sheds and similar structures; installs shelves; hangs doors; frames walls, use simple power tools such as drills, saws, and planes.
 - Under guidance of a journey level painter assists in cleaning surfaces to be painted by use of scrapers and dusters, applies previously mixed paints to surfaces such as walls, beams, and grinders; mixes and applies plaster.
 - Under guidance of a journey level electrician assists in installation and maintenance of wiring systems and electrical fixtures and equipment; replaces fuses; assists in stringing wires; replaces bulbs and globes.
 - Under guidance of an auto mechanic services vehicles by checking and changing oil, grease, and coolants; makes simple repairs such as: replacing minor components such as batteries, headlights, and mufflers; changes, repairs, and balances tires; inspects and performs minor repairs to automotive lighting systems, windshield wiper and washers, parking brakes and safety belt system.
 - Under guidance of skilled mechanic makes minor repairs to small motors such as lawn mowers, water pumps, sewing machines, and fans.
 - Under guidance assists various other journey level trades people in installing and repairing steam pipes, valves, fittings, stovepipes, grates, chimney caps, café equipment and other sheet metal articles; assists in janitorial and grounds keeping duties such as sweeping, mopping, and removing trash and snow, mowing lawns, digging ditches; uses tools and equipment of various trades such as pipe cutters, saws, drills, planes, sanders, and shears, drives truck to run errands and deliver supplies.
 - Cleans interior of vehicles; inspects condition of supplies and materials used in performing tasks, reports problems or concerns to superior; acts as security guard for facilities, properties, and supplies.
- Typically has one (1) year of general maintenance.

General Service Maintenance 2

- Installs new plumbing includes pipes, drains, tubs, faucets, and other plumbing fixtures and equipment; makes repairs on old plumbing such as replacing breaks and renewing washers and valves; cleans and opens drains and other water lines.
- Performs general maintenance and construction work such as building fences, repairing barns and similar structures; installs shelves; hangs doors; frames walls; uses power tools such as drill presses and radial arm saws.
- Cleans surfaces to be painted by use of scrapers and dusters, mixes and applies paints to surfaces such as walls, beams, and grinders; mixes and applies plaster. Installs, alters, maintains, and repairs wiring systems and electrical fixtures and equipment; replaces fuses; assists in stringing wires; replaces bulbs and globes.
- Services vehicles by checking and changing oil, grease, and coolants; replaces minor components such as batteries, headlights, and mufflers; changes, repairs, and balances tires, may perform minor tune-ups; makes repairs to small motors such as lawnmowers, water pumps, sewing machines, and fans; may perform maintenance and repair of larger equipment such as refrigeration systems.
- Performs various other journey level trades work such as in installation and repairing steam pipes, valves, fittings, stovepipes, grates, chimney caps, café equipment, and other sheet metal articles; use tools and equipment of various trades such as pipe cutters, saws, drills planes, sanders, shears, and acetylene and heliarc welding equipment; drives truck to run errands and deliver supplies; may coordinate work of lower level employees, students and other helpers; coordinates maintenance program through scheduled inspection and servicing of equipment and facilities; reads and works from blueprints, shop drawings and sketches as needed to complete assigned tasks.

Typically has two (2) to three (3) years of general maintenance experience.

General Service Maintenance 3

- Assists in developing policy, procedures, and plans for matters such as schedule and extent of routine preventive maintenance.
- Installs new plumbing including pipes, drains, faucets, and other fixtures.
- Builds and repairs fences, barns and other structures.
- Cleans and sands areas to be painted, mixes paint, applies paint to walls, beams, and girders.
- Installs, repairs, and maintains, wiring systems and electrical fixtures and equipment.
- Repairs, and overhauls, engines, pumps, and other mechanical equipment.
- Installs and repairs sheet metal articles; and welds, as needed.

Typically has four (4) or more years of general maintenance experience.

Housekeeper

- Empties ash trays and wastebaskets.
- Changes bed liners.
- Cleans walls and other surfaces, windows and mirrors.
- Cleans and sanitizes toilets, sinks and showers, fills dispensers.
- Dusts, sweeps, mops, strips, waxes & buffs floor, vacuums & shampoos carpets.
- Picks up litter, shovels snow, sweeps steps, washes outside windows.
- Collects and bundles recyclable items.
- May require lifting up to forty (40) pounds.

Janitorial Worker

- Empties ashtrays and wastebaskets.
- Cleans walls & other surfaces, windows and mirrors.
- Cleans and sanitizes toilets, sinks, and showers, fills dispensers.
- Dusts, sweeps, mops, strips, waxes & buffs floor, vacuums and shampoos carpets.
- Picks up litter, shovels snow, sweeps steps, and washes outside windows.
- Collects and bundles recyclable items.
- Changes light bulbs.
- Cleans clogged drains and toilets.
- Performs minor maintenance of custodial equipment and building (i.e., changes belts or bags on vacuum cleaners, changes brushes and pads on floor buffers and waxers, tightens screws, and replaces doorknobs).
- Reports needed repairs for maintenance and safety problems.
- May require lifting up to fifty (50) pounds and pushing up to fifty (50) pounds with the aid of a hand-truck or garbage can on wheels.

Laboratory Assistant

- Receives requisition slip and sample or specimen for testing and assigns accession number; may input sample or specimen information from requisition slip into computer, including the specifics of the test requested; logs each specimen into the log book and fills out work card used by professional laboratory personnel in conducting test.
- Distributes samples or specimens to appropriate work area.
- Calls test results to physicians or other professional personnel.
- Takes telephone messages or refers callers to appropriate personnel.
- Graphs data from quality control data book onto special forms to be used in statistical analysis.
- Files laboratory reports.
- Reviews supply of available stock and orders laboratory media and supplies as necessary to maintain an adequate inventory; prepares records of the lot numbers and quantity of supplies received.
- Unpacks and puts away supplies and rotates stock on shelves.
- Cleans and disinfects work area; cleans microscopes and other equipment and checks equipment to make sure it is turned off when not in use.
- Washes glassware and laboratory instruments and sterilizes with hot air oven or autoclave.
- Checks temperatures of incubators, freezers and refrigerators to determine if functioning within proper limits.
- Weighs and measures accurate amount of media and chemicals and prepares reagents, stains, chemical solutions, and other media used in testing according to written instructions.
- Sterilizes media in autoclave.
- Dispenses prepared media into proper receptacles (e.g., Petri dishes, test tubes, and flasks).
- After receiving training some employees in this class set up tests for technicians and technologists by assessing quality and appropriateness of sample or specimen with regard to test requested; selecting media required for each sample or specimen according to type or test requested or making special media as needed to perform test; preparing and staining slides used for microscopic examinations; centrifuging samples or specimens and drawing off serum; inoculating specimens as necessary for testing.
- Transports specimens from laboratory to other laboratories.
- Demonstrates performance of assigned duties to students and new employees.

Laborer 1

- Collects and disposes of debris and trash.
- Digs ditches.
- Cuts and hauls wood.
- Cleans walkways, restrooms, roofs, work areas.
- Hauls materials, breaks up concrete, erects scaffolding, builds rough forms, etc. to help skilled workers with building maintenance.
- Loads and unloads boxcars, trucks, ships using hand trucks, dollies, and other moving and loading equipment.
- Loads and unloads material and merchandise from pallets and conveyer belts.
- Packs and unpacks boxes and containers.
- Stocks shelves.
- Counts warehouse stock to help with physical inventory.
- Clear trails, roads and beaches of debris.
- Removes brush from roadsides.
- Helps with controlled burning of brush or other debris as part of a holding crew.
- Digs fire trails using shovels, axes, hoes, and pule skies.
- Turns over burned material and soil with hand tools and waters hot spots to mop up after a burn.
- Cleans hatchery ponds, screens, racks.
- Counts, marks and sorts fish and fish eggs.

Laborer 2

- Breaks up concrete with jackhammers and builds forms for new concrete.
- Uses power equipment for basic building maintenance.
- Assists trades employees with their work by doing such tasks as basic carpentry and plumbing.
- Maintains work records as required.
- Operates power shears, brush chippers, and other power equipment used in landscape maintenance.
- Does basic maintenance and repair on equipment.
- Operates forklift and other warehouse equipment to unload shipments and to move items around facility.
- Organizes incoming and outgoing shipments.
- Packs and unpacks merchandise and verifies contents against shipping documents.
- Keeps detailed records concerning articles shipped, the motor carriers involved, delivery points, damage, and loss.
- Inspects the work of contracted tree planting crews to ensure that terms of contract are met (sampling the number, density and quality of tree planted).
- Checks and records seedling survival rates in previously planted forest.
- Helps prepare for timber sales by measuring heights, diameters, and distances of trees.
- Marks timber sale boundaries and clears logging roads.
- Drives small fire engines (200-gallon capacity or less).
- Sets up portable pumps and tanks.
- Lays out hoses, nozzles and fittings in a predetermined manner to apply the most effective fire fighting actions for a given situation.
- Does minor maintenance, cleaning and repair of vehicles and equipment used to fight forest fires.
- Collects field information on wildlife populations and movements.
- Surveys predetermined area for insects and disease by inspecting plants and placing and retrieving insect traps.
- Records results and reports to superior.
- Operates tractor to prepare ground for cultivation.
- Applies insecticides, herbicides, fungicides, and fertilizers as ground for cultivation.
- Applies insecticides, herbicides, fungicides, and fertilizers as prescribed.
- Services vehicles and equipment used.
- Requisitions supplies needed for assigned duties and tasks.
- Coordinates the work of and guides lower level personnel. Does lower level work as needed.

Landscaper/Groundskeeper 1

- Mows and edges lawns and fields with use of push and riding lawnmowers, tractors, and power edgers.
- Plants, transplants, fertilizers, and waters lawns, shrubs, bedding plants, ground cover, and trees with tools such as hoes, trowels, and shovels.
- Cuts, trims, and prunes trees, shrubs, bedding plants, and ground cover with use of hand or power tools.
- Eradicates weeds using both manual and mechanical methods such as: pulling, tilling, or using line trimmers.
- Prevents weeds by mulching; calibrates, mixes and applies pesticides and herbicides according to manufacturer's instructions.
- Installs irrigation and sprinkler systems by digging trenches by hand or with a tractor, lays and connects pipes, valves, sprinklers and controls, fills in trenches, and flattens or grades road with bulldozer or road grader; troubleshoots, repairs and tests irrigation and sprinkler systems as needed.
- Removes leaves, brush, and debris using rakes, blowers, vacuums, and shovels from building roofs, sewers, utility tunnels, streets, and sidewalks.
- Removes trash and litter (i.e. empty cans, bottles, and broken glass) from lawns, parking lots, building entrances, and adjacent roadways and sidewalks under agency jurisdiction.
- Empties trash cans as needed; transports litter, plant debris, and trash to dump or incinerator by truck.
- Removes ice and snow from sidewalks, parking lots, and building entrances with use of plows, shovels, blowers, or salt.
- Cleans drains, catch basins, and gutters.
- Removes stains and spills such as oil, grease, or blood from parking lots and walkways.
- fills potholes, repairs benches and signposts.
- Assists in the maintenance of athletic fields and facilities.
- Troubleshoots and performs minor repairs on tools and equipment such as lawnmowers, chain saws, and blowers.
- Refers major repairs to repairperson.
- Performs minor maintenance on vehicles and power equipment by checking fluid levels, lubricating and cleaning after use.
- Repairs and tests irrigation and sprinkler systems as needed.
- Performs periodic cleaning of tools and shop areas.
- Assists other departments as needed for special events or emergency situations.

Landscaper/Groundskeeper 2

- Designs, installs, and maintains irrigation and sprinkler system which includes preparing the plans, specifications and materials lists, ordering parts and equipment, and ensuring the installation is done according to specifications.
- Performs on-site inspections of work areas to determine landscaping needs and evaluate the quality of the work being done.
- Takes and tests soil samples to determine the need for chemical additives or natural nutrients.
- Identifies and diagnoses plant and lawn diseases and administers or directs the administration of the remedy.
- Identifies specific areas appropriate to specific plant types and recommends planting and landscaping strategy to supervisor.
- Reviews and interprets site plans and architectural drawings to determine planting or landscaping needs.
- Reviews work plan with supervisor to set priorities and monitor goals.
- Plans, coordinates, directs, and trains the work of a grounds maintenance crew which may consist of lower level grounds maintenance workers, laborers, students, inmates, and temporary employees.
- Performs and/or directs a grounds maintenance crew performing the following duties: mows and edges lawns with the use of push and riding lawnmowers, tractors, and power edgers; plants, transplants, fertilizes and waters lawns, shrubs, bedding plants, ground cover, and trees; cuts, trims, and prunes trees, shrubs, and flowers with the use of hand or power tools; eradicates weeds using both manual; and mechanical methods such as pulling, tilling, or using line trimmers; prevents weeds by mulching; calibrates, mixes, and applies pesticides and herbicides according to manufacturer's instructions.
- Performs and/or directs a grounds maintenance crew performing the following duties: makes minor repairs on tools and equipment such as lawnmowers, chain saws, and blowers; maintains vehicles and power equipment by tuning engines, checking fluid levels, lubricating, and cleaning after use; repairs and tests irrigation and sprinkler systems; removes leaves, brush, and debris; removes trash and litter from lawns, parking lots, building entrances, and adjacent roadways and sidewalks under agency jurisdiction; empties trash cans; transports litter, plant debris, and trash to dump; removes ice and snow from walkways, parking lots, and building entrances with use of plows, shovels, blowers, or salt; cleans drains, catch basins, and gutters; removes stains and spills such as oil, grease, or blood from parking lots and walkways; fills potholes; spreads and grades gravel; installs and maintains parking bumpers, dividers, and markers; repairs benches and signposts.
- Takes inventory of supplies such as fertilizer, seed, and pesticides.
- Orders or requisitions supplies.
- Assists other trades workers for special occasions or emergency situations; periodic cleaning of tools and shop areas;
- Prepares reports and maintains records.
- Completes special projects as assigned by supervisor.

Library Technician

- Search, evaluate, and manipulate online bibliographic and database information in response to patron request.
- Prepare library materials in specialized formats (e.g., video tapes, Braille, electronic records) and distribute to state agencies and other library patrons.
- Update and maintain computerized circulation records using knowledge, technical manuals, and procedure guides.
- Charge and discharge library materials.
- Maintain automated library catalog circulation records.
- Issue overdue notices.
- Prepare bills for lost materials following established procedures.
- Update records to reflect status (e.g., missing, lost, etc.) of library materials.
- Search, evaluate and manipulate bibliographic information.
- Identify non-inventoried items for addition to computerized database.
- Add, correct or delete online database records according to local and national policies and procedures.
- Refer unresolved cataloging problems to Supervisor for decisions.
- Verify accuracy of invoices for materials ordered and received.
- Correct discrepancies within policy and procedure guidelines.
- Contact publishers or vendors to correct errors.
- Examine damaged materials and make basic repairs following national guidelines for care of library materials.
- Operate, and train patrons, volunteers, and staff to operate, library technology systems and equipment, such as CD ROM readers, microfilm readers, on-line catalogs, etc.
- Explain, answer questions, and train volunteers about unit's operations and processes.
- Lead volunteers to carry out daily work flow or special projects, such as relocating a collection.
- Keep production records and prepare summary reports for unit.
- Maintain stacks including shelving, shelf reading, paging, and library materials transportation.

Mail Services Clerk

- Receives, opens, date-stamps, and sorts incoming letters, periodicals and packages delivered by U.S. Postal Service, State shuttle service, and freight carriers.
- Delivers mail using push cart or hand truck to agency departments.
- Sorts outgoing mail by class.
- Seals envelopes. Weighs mail and affixes proper postage using metering machine. Refills postage meters.
- Weighs, logs in manifest book and labels packages for delivery by freight carriers.
- Packs outgoing mail in trays or sacks.
- May pick up outgoing mail and packages for U.S. Postal Service, State shuttle service, and freight carriers from agency departments using push cart or hand truck.
- Runs folding and inserting equipment.
- Clears jams and cleans equipment.
- Adds ink, water, and tape to machine as needed.
- May set up and run labeling machines.
- May use shrink wrapping and tying machine to seal packages.
- Maintains production records and postage accounts.
- Records postage due amounts and first, second, and bulk class mail rate charges.
- Logs incoming and outgoing certified, registered, or insured letters.
- Completes forms and permits for international mail.
- Answers questions on mailing procedures and postal regulations from agency staff and clients.
- May pick up and deliver work from departments for agency copy center or word processing center.
- May operate photocopier.
- May help move furniture.

Multimedia Specialist 1

- Operates high speed duplicating equipment.
- Prioritizes jobs for efficient use of equipment time.
- Assists in microfilm functions as required.

Multimedia Specialist 2

- Performs all duties of a Multimedia Specialist 1, as well as installation, testing, repair, and removal of electronic equipment and related electronics communications and related technologies.

Office Assistant 1

- Sets up copy machine to do one- or two-sided copies and reductions and to print, collate, and staple a combination of materials including colored and bond paper, letterhead, and interoffice forms.
- Loads copy machine with paper, fills toner reservoir.
- Cleans mechanisms and glass platen.
- Clears paper jams.
- Operates stapling machine and drilling equipment for finished copies.
- Operates microfilm equipment, document shredder, stamp machine, labeling machines, letter opening machines, and/or other common office equipment, not requiring previous training or experience.
- Performs straight alpha/numeric sorting and filing activities; locates and distributes files and records as directed; refills returned files and records; purges files using prescribed purging system.
- Makes regularly scheduled messenger rounds within an agency to collect mail and work to be copied.
- Stuffs, stamps, and labels envelopes for large mailings.
- Assists with data-stamping, categorizing, sorting incoming mail.
- May occasionally type items such as file folder labels, index cards, or envelopes.
- May provide backup coverage for receptionist by answering phones and taking messages during breaks, lunches, and absences.

Office Assistant 2

- Files documents, records, and reports in proper order based upon established guidelines.
- Develops, reconstructs, and repairs files.
- Purges files using prescribed purging system.
- May use computer terminal to index, locate, and check out files, update file information from available sources, and provide routine information to agency personnel.
- Copies records and mails them in response to requests.
- Keeps logs of information copied and sent.
- Completes forms and records and compiles simple reports and statistics using information immediately available.
- Writes receipts and deposits monies received by mail.
- Receives and prepares permanent records and documents for micro-filming; operates microfilm equipment to film and label documents.
- Proofreads and jackets the film; reads films index, retrieves microfilm, and makes paper (hard) copy.
- Operates a data entry machine to transfer information from source documents to tape or disk, or directly to computer memory.
- Type letters, forms, memos, and other material from rough draft, dictating equipment, or detailed instructions.
- Proofreads documents for general clarity, punctuation, grammar, spelling, capitalization, and typing errors.
- May compose simple responses to routine correspondence.
- Completes and types forms with information from clearly indicated sources.
- Answers phones, takes messages, and/or routes calls; responds to routine questions about agency services; greets visitors and directs to appropriate location and/or staff person.
- Mails out available publications explaining agency services in response to requests for information.
- Processes incoming mail by opening, data-stamping, sorting, and delivering to personnel in department, section, or unit; picks up outgoing mail.
- Provides copy service upon request.
- Performs simple maintenance on office equipment; refers maintenance problems to service technician when appropriate.

Office Specialist 1 (Level 1)

- Secretarial and General Office Support. Typical tasks: serves as secretary to a work unit, team, or one or more individuals; types a variety of correspondence, reports, memos, and other information from machine or voice dictation, draft, or general instructions; determines proper formats and modes of address for letters and reports; composes and types correspondence and responds to inquiries, requiring general knowledge of agency operations; reads, sorts, and distributes incoming mail; organizes and maintains filing systems; files information in policy, procedure, and other manuals, schedules appointments for one or more individuals; makes travel and meeting arrangements; types itineraries and agendas; takes minutes at meetings; prepares expense claims; maintains attendance and other personnel and payroll records for the work unit; maintains supervisor's calendar; orders office supplies and maintains inventory.
- Examines applications, forms, and other documents with which the work unit is concerned; reviews documents for accuracy and completeness; compares data on documents with data on manual or computer record; adds, deletes, or changes information on manual or computerized system to maintain accurate, complete and current information; exercises judgment in determining actions necessary to obtain missing information or to correct information; contacts clients, patients, agency staff, other agencies, or the general public in person, in writing or by telephone to obtain information to complete processing of documents; performs arithmetical computations to recheck the calculations made by others or to compute penalties, fees or interest using established formulas; codes information to convert data for entry into automated system and/or inputs information; collects data for reports or surveys.
- Types on a production basis, a variety of correspondence, reports, narratives, statistics and forms from rough draft, machine dictation, or general instruction using a typewriter or word processor; uses standardized formulas and formats documents according to instructions or established procedures; proofreads documents for general clarity, punctuation, grammar, spelling, capitalization, and typographical errors; updates; combines and purges archives, cassettes, tapes, disks and disk indexes on a word processor following established archiving programs, guidelines and procedures.
- Responds to inquiries from clients, students, patients and the public about specific agency/program information and services; directs inquiries as necessary; explains or clarifies rules, processes and procedures to clientele; provides information about services available; receives incoming calls and routes to appropriate staff.

Office Specialist 1 (Level 2)

- Performs all of the duties of an Office Specialist 1 - Level 1, and have at least one year of Office Specialist 1 – Level 1 experience, with the additional ability to answer multi-line telephone at a moderate level call volume.
- Possess intermediate knowledge of word processing, using functions such as creating forms and tables and mail merge.

Office Specialist 1 (Level 3)

- Performs all of the duties of an Office Specialist 1 – Level 1 and 2, and have at least two years of Office Specialist 1 – Level 1 and 2 experiences.
- Ability to answer multi-line telephone at high-level call volume.
- Additional computer skills in basic spreadsheet and database environments.
- Works independently and requires little or no supervision.

Office Specialist 2 (Level 1)

- Serves as secretary to an administrative superior or team.
- Types a variety of correspondence, reports, memos, or other information from machine or rough draft to general instructions; composes and types correspondence, reports, memos and other documents.
- May have authority to sign documents and/or correspondence on behalf of superior.
- Receives telephone and personal callers; in absence of supervisor, screens calls which can be handled by the supervisor's subordinates, or other offices; makes referrals as appropriate.
- Answers questions not requiring research or technical knowledge.
- Receives and reviews incoming mail and requests for information, determines mail needing further research, gathers and assembles necessary information and submits to administrative superiors, responds to items not requiring supervisory review or resolution.
- Maintains control records of information received, routed, assigned, or dispersed; initiates follow-up letters or memos.
- Organizes and maintains filing system.
- Maintains supervisor's calendar and schedules appointments and conferences; assures that the supervisor is fully briefed on matters to be considered before scheduled meetings.
- Makes travel arrangements, arranges schedules of visits, makes reservations, notifies organizations, or officials to be visited; completes travel vouchers, expense claims, and reports.
- Maintains attendance and other personnel and payroll records for work unit; keeps logs and statistics related to program or operation.
- Takes minutes at meetings.
- Performs budget related activities manually or by using a computer; participates in preparing budget projections for the biennium for personnel services, services and supplies, and program budgets.
- Monitors expenditures and compiles monthly status reports; reports deviations to supervisor.
- Develops and revises office procedures.
- Coordinates work on assigned projects.
- Performs specialized record processing activities requiring independent judgment to make decisions or select a course of action based on laws, rules, policies, and procedures within a particular program or operation.

Some examples of records processing activities are as follows: 1) reviews applications, form, or other documents for compliance with established criteria; ensures that all necessary documentation is provided and is complete: issues permits/licenses or denies applications based upon review; 2) issues authorized payments for services; determines and takes appropriate corrective action; 3) reconstructs account transactions showing charges, payments and adjustments; determines and initiates action within established policies and procedures to resolve problems with records, billings, payments, or charges; collects and compiles data requiring specialized program knowledge as well as judgment in selecting from a variety of reports, computer printouts, logs, etc.; makes presentations to staff, students, and clients to provide information regarding new and/or changes to policies and procedures of the work unit.

- Employees in this class review materials for proper completion and accuracy against manual and computer-generated reports, making corrections where needed; directly input information into computerized system or codes for input by others.
- Responds to inquiries about specific agency/program information and services or directs inquiries as necessary; explains and clarifies rules, processes, and procedures to client; provides information about services available; receives incoming calls to appropriate staff.

Office Specialist 2 (Level 2)

- Performs all duties of an Office Specialist II – Level 1 and have at least one year of Office Specialist II – Level 1 experience.
- Has intermediate to advanced word processing, spreadsheet and database experience.
- May contact the public or other state, city or county agencies to obtain or verify information.
- Previous experience in a fast-paced work environment with the ability to maintain and prioritize a heavy workload.

Office Specialist 2 (Level 3)

- Perform all duties of Office Specialist II – Level 1 and 2 with a minimum of two years experience at this level of responsibility.
- Has advanced level word processing, spreadsheet and database experience.
- Answers questions requiring program or technical knowledge, with appropriate agency training.
- Experience working with large quantities of confidential and time sensitive information.
- Capable of working independently.

Office Specialist 3

- Performs all duties of an Office Specialist II Level 1, 2 & 3 with a minimum of 3 years experience at this level of responsibility.
- Advanced level word processing, spreadsheet, presentation, email and database experience.
- Previous experience and ability to support senior/executive level management to include calendaring, scheduling, meeting and travel arrangements.

Public Service Specialist 1

- Performs switchboard and receptionist activities (e.g., receives incoming calls on a private board exchange or multiple phone lines, takes messages, and/or routes calls to appropriate person or section).
- Transfers calls as required; places long-distance calls when requested.
- Greets visitors and directs them as necessary.
- Directs delivery personnel to proper area.
- Maintains record of incoming calls, outgoing calls and long-distance calls placed through the switchboard.
- Sorts, distributes and forwards daily mail as required.
- Maintains various log books (e.g., current location of residents and staff, key checkout log).
- Performs alphabetizing, simple typing and filing functions.
- Checks accuracy of lists and computations.
- Makes reservations for meeting rooms.
- Trains new switchboard operators.
- Keeps sign-in/sign-out records of assigned personnel and facility residents; maintains confidential records such as home telephone numbers of staff and residents.

Public Service Specialist 2

- Responds to inquires about specific agency/program information and services or directs inquires as necessary.
- Explains processes and procedures to obtain agency services.
- Provides information about agency services available.
- Verifies specialized instructions provided to individuals have been followed.
- Assists with explanation and clarification of rules and procedures.
- Greets clients and public, receives incoming calls, and routes calls to appropriate staff.
- Some employees in this class operate a high volume hospital switchboard that includes paging and message systems, answering non-routine and emergency calls and daily updating of personnel location information.
- Collects and distributes informational materials as requested.
- Compiles and sends information in response to inquires; maintains lists and logs of service and informational requests.
- Receives and updates information used to answer inquires.
- Types letters, forms, and certificates.
- Schedules appointments (e.g., for counseling, radiological procedures).
- Reserves and coordinates meeting room usage; keeps calendar of meetings and events within area of responsibility to inform public and staff.
- Observes behavior of visitors and clients and reports unusual behavior to appropriate staff.

Public Service Specialist 3

- Provides public (over the telephone, at the counter and by written correspondence), with explanation of rules, policies, procedures, and programs in order to secure compliance and explain requirements, (e.g., explains tax regulations, eligibility for tax credits, major carrier regulations, hospital financial policies).
- Provides through mail or handouts requested or relevant informational pamphlets, forms or literature to the public to aid in understanding of agency programs and procedures.
- Responds orally and in writing, to requests for pertinent information from professionals, law enforcement officers, other State agencies.
- Reviews available data from agency records and applies it to a specific case.
- Explains compliance requirements to help clients understand agency policies and procedures.
- Keeps current on changes in legislation in order to respond to agency/program related inquiries.
- Refers to desk manuals and agency procedures to answer specific questions (e.g., what permit is necessary for a particular motor carrier, what tax refund program will be sending a refund check and when can it be expected, what financial aid is available for hospital charges).
- Issues permits, licenses and similar documents after establishing conformance to criteria (e.g., permits to motor carriers for highway use, permits for variation from standard highway use, tax stamps to owners/operators of taxable equipment).
- Accepts payments and fees for transactions (e.g., motor carrier taxes, delinquent personal and withholding taxes, license, and permit fees).
- Reviews completed forms for accuracy; retrieves information on computer terminal and/or microfiche to check that the data supplied is correct.
- Refers public inquiries to proper personnel within or outside the agency based upon individual circumstances.
- Keeps records of inquiries through contact sheets and/or correspondence forms.
- Participates in classroom and on-the-job training to learn technical and administrative data.

Receptionist

- Answers inquiries and obtains information for general public, customers, visitors, and other interested parties.
- Provides information regarding activities conducted at establishments; location of departments, offices, and employees within organization.

Recreation Leader

- Assists in planning and conducting programs and special events by collecting data from participants to identify community needs, registering participants, receiving monies and filing registrations or data entry on computer.
- Instructs in assigned areas of program responsibility, directing drop-in activities, and setting up special event activities.
- Leads on-site activities in a variety of program areas.
- Prepares lesson plans by supervisor; identifies materials and equipment needed; researches rules; regulations and techniques in area of assignment.
- Recruits volunteers to assist with the events and activities and provides on-site supervision of them.
- Requests and inventories supplies and equipment; purchases supplies needed for special events.
- Acts as receptionist for recreational sites; takes routes and delivers telephone messages, makes copies of correspondence, forms, notices; maintains and distributes data; maintains participant mailing list; collects attendance figures, citizen concerns, accident, and incident reports to supervisor.
- Responds to written and verbal questions regarding registration and general programs; develops special event fliers and delivers publicly; provides information on city-wide programs over the phone and in person.

Shipping / Receiving Clerk

- Receives parts and supplies shipments and compares to specifications, shipping lists and purchase orders.
- Checks for breakage, quantity, and back orders.
- Assigns stock numbers, marks, and stores parts and supplies in bins or assigned locations.
- Sets up new locations as needed.
- Data enters incoming and outgoing parts or shipments in a computerized inventory control system or records data on inventory records.
- Tells mechanics and field crews of parts and supplies availability.
- Substitutes parts if original parts are not available.
- May initiate purchases of parts and supplies.
- Gets orders from mechanics and field crews for parts and supplies and issues parts and supplies in person or ships them.
- May deliver emergency orders.

Traffic Counter

- Manually counts and classifies motor vehicles.
- Records on a tally sheet the classification counts of motor vehicles (e.g., Oregon car, out-of-state car, and classify the type and axle configuration of other vehicles in directional movements).
- Records each vehicle's directional movement at an intersection or on a straight roadway.
- Briefly questions motorists to learn the purpose and destination of their trip or distributes survey questionnaires to motorists to get information for transportation studies.
- Counts bicyclists and pedestrians directional movement at an intersection or on a straight roadway.
- Records on a tally sheet the directional count of bicyclists and pedestrians.
- Helps supervisor assemble, compile or prepare maps, sketches and other reference materials used in transportation studies.

Transcriber 1

- Listens to and determines type of information on tape.
- Selects appropriate format for dictated information.
- Types reports and other information from voice dictation.
- Uses an electric typewriter or automated word processing equipment to produce dictated information in final form as a permanent document.
- Proofreads, corrects and edits grammar, punctuation, and syntax.
- Determines correct terminology whenever possible when dictation is muffled, or unclear, or when abbreviated and/or incorrect terms are used.
- Retypes transcribed documents following receipt of revised or corrected information from dictation author.

Transcriber 2

- Listens to and determines type of information on tape.
- Selects appropriate format for dictated information.
- Types reports, summaries, and other information from voice dictation.
- Uses automated word processing equipment to produce dictated information in a final form as a permanent document.
- Proofreads, corrects and edits grammar, punctuation, and syntax.
- Determines correct terminology whenever possible, and other information when dictation is muffled, or unclear, or when abbreviated and/or incorrect terms are used.
- Retrieves information stored on discs for completion or correction of information following receipt of information from dictation author.



DEPAUL INDUSTRIES™

Hourly Rate Schedule

as of 5/27/2013

ACCOUNTING ASSISTANT 1	\$19.91	LANDSCAPER / GROUNDSKEEPER 1	\$20.06
ACCOUNTING ASSISTANT 2	\$22.53	LANDSCAPER / GROUNDSKEEPER 2	\$21.30
ACCOUNTING ADMINISTRATIVE SPECIALIST	\$26.39	LIBRARY TECHNICIAN	\$17.67
ADMINISTRATIVE SPECIALIST 1	\$22.84	MAIL SERVICE CLERK	\$19.14
ADMINISTRATIVE SPECIALIST 2	\$24.38	MULTIMEDIA SPECIALIST 1	\$21.76
BOOKKEEPING / ACCOUNTING TECHNICIAN 1	\$17.28	MULTIMEDIA SPECIALIST 2	\$25.62
BOOKKEEPING / ACCOUNTING TECHNICIAN 2	\$18.37	OFFICE ASSISTANT 1	\$18.52
CASHIER	\$16.44	OFFICE ASSISTANT 2	\$18.83
CLERK, GENERAL	\$16.82	OFFICE SPECIALIST 1, LEVEL 1	\$17.90
DATA CONTROL SPECIALIST	\$23.69	OFFICE SPECIALIST 1, LEVEL 2	\$19.14
DATA ENTRY OPERATOR 1	\$16.82	OFFICE SPECIALIST 1, LEVEL 3	\$20.22
DATA ENTRY OPERATOR 2	\$17.36	OFFICE SPECIALIST 2, LEVEL 1	\$21.30
DATA ENTRY OPERATOR 3	\$18.52	OFFICE SPECIALIST 2, LEVEL 2	\$21.92
FLAGGER 1	\$21.30	OFFICE SPECIALIST 2, LEVEL 3	\$23.00
FLAGGER 2	\$24.08	OFFICE SPECIALIST 3	\$27.16
FOOD SERVICE WORKER	\$16.05	PUBLIC SERVICE SPECIALIST 1	\$18.06
GENERAL SERVICE MAINTENANCE 1	\$19.60	PUBLIC SERVICE SPECIALIST 2	\$19.29
GENERAL SERVICE MAINTENANCE 2	\$20.91	PUBLIC SERVICE SPECIALIST 3	\$21.30
GENERAL SERVICE MAINTENANCE 3	\$22.15	RECEPTIONIST	\$18.06
HOUSE KEEPER	\$16.05	RECREATION LEADER	\$17.44
HOUSE KEEPING ASSISTANT	\$14.97	SHIPPING / RECEIVING CLERK	\$19.45
JANITORIAL / CUSTODIAN WORKER	\$18.21	TRAFFIC COUNTER	\$17.90
LABORATORY ASSISTANT	\$18.37	TRANSCRIBER 1	\$21.61
LABORER 1	\$16.82	TRANSCRIBER 2	\$22.84
LABORER 2	\$17.75		

Corporate Headquarters (Portland): 503.281.1289

Bremerton Branch: 360.405.1263 • Eastern Oregon Branch: 541.289.3120 • Baltimore Branch: 443.566.2380

Eugene Branch: 541.338.8272 • Salem Branch: 503.856.9563 • Sierra Vista Branch: 520.458.6100