

## Temporary Agency – Most Requested Classifications

<p><b>ADMIN COORDINATOR</b></p>	<p>Experience providing complex administrative support for projects or programs;                      Intermediate to Advanced working knowledge of specified computer applications such as: Word, Excel, Access, PowerPoint, Email, Internet, etc.;                      Ability to effectively research, compile and summarize data and information;                      Ability to prepare clear, concise reports, correspondence and other written materials;                      Ability to organize and coordinate multiple work activities;                      Knowledge of Office and administrative practices and procedures;                      Ability to communicate effectively in English, orally and in writing.</p>
<p><b>SECRETARY</b></p>	<p>1-2 years standard secretarial and office practice and procedures experience (incl: filing &amp; business letter writing);                      Intermediate working knowledge of specified computer applications such as: Word, Excel, PowerPoint, Email, Internet, Calendar software;                      Experience with safely operating standard office equipment;                      Ability to compose correspondence independently or from brief instructions;                      Ability to type 55 wpm;                      Good phone skills;                      Good organizational and interpersonal skills;                      Experience taking meeting minutes;                      Ability to communicate effectively in English, orally and in writing.</p>
<p><b>FILE CLERK</b></p>	<p>Knowledge of alphabetic and numeric filing sequences;                      Good attention to detail;                      Good organizational skills.</p>
<p><b>MAIL ROOM CLERK (OFFICE TECHNICIAN)</b></p>	<p>Experience with safely operating a variety of office, mail, and copy equipment;                      Knowledge of basic office practices and procedures;                      Ability to understand and follow oral and written directions;                      Ability to sort, deliver and process mail accurately &amp; efficiently;                      Ability to transport materials weighing up to 50 lbs.;                      Attention to detail;                      Good customer service skills.</p>

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<p><b>RECEPTIONIST</b></p>	<p>Ability to handle a multi-line telephone and/or paging system;          Ability to communicate effectively in English;          Knowledge of basic office practices and procedures;          Ability to determine the nature of a call or visit quickly and to appropriately and professionally direct the call or visitor;          Ability to handle multiple tasks simultaneously, while maintaining a good attitude;          Basic working knowledge of specified computer applications such as: Word, Excel, Email, Internet, etc.          Ability to understand and follow oral and written directions.</p>
<p><b>OFFICE ASSISTANT</b></p>	<p>Basic working knowledge of specified computer applications such as: Word, Excel, Access, PowerPoint, Email, Internet, etc.;          Knowledge of Office and administrative practices and procedures;          Experience with safely operating standard office equipment;          Ability to organize and maintain accurate files and records;          Good attention to detail and accuracy;          Ability to understand and follow oral and written directions;          Ability to communicate effectively in English, orally and in writing;</p>
<p><b>DATA ENTRY</b></p>	<p>Basic working knowledge of specified computer applications such as: Word, Excel, Access, etc.          Good transcription skills          Excellent 10-key and/or keyboard skills          Ability to organize and maintain accurate files and records;          Good attention to detail and accuracy;          Ability to understand and follow oral and written directions;</p>
<p><b>ACCOUNTING CLERK</b></p>	<p>Knowledge of Office and administrative practices and procedures;          Basic working knowledge of specified computer applications such as: Word, Excel, Access, etc;          Knowledge of correct business English, including spelling, grammar, and punctuation;          Knowledge of business arithmetic;          Knowledge of accounting terminology, practices, and account coding methodology;          Experience reviewing financial documents for completeness and accuracy.          Experience with accounting internal control practices.          Ability to make accurate arithmetic calculations.</p>

**Specialized, *less frequent*, Requests:**

<p><b>EDITOR</b></p>	<p>Knowledge of the basic principles of effective communication &amp; language mechanics in English;          Knowledge of established editorial conventions &amp; procedures;          Knowledge of legal terminology, legal citation style and principles of basic legal research;          Knowledge of basic publishing methodology, including typesetting and design software, etc.          Knowledge of desktop publishing software;          Principles and techniques of preparing effective oral presentations and effective written materials;          Ability to write clear, concise copy;          Ability to communicate effectively in English, orally and in writing;</p>
<p><b>GRAPHIC DESIGNER</b></p>	<p>Knowledge of:          Advanced principles and practices of graphics and book design, including typefaces, type design and history, illustration techniques, and design styles;          PC and Macintosh platforms, including Windows and Macintosh operating systems and utilities software;          Advanced proficiency with a variety of design and graphics software, including page layout, illustration, slide presentation, and image manipulation applications;          Peripheral equipment, including graphic tablet, scanner, removable storage devices; and output devices, including printers and high-resolution imagesetters;          Prepress and printing terms, materials, processes, and procedures;          Principles and processes of electronic publishing          Language, grammar, AOC and/or other editorial style guides, and proofreading marks;          Printing terms and processes;          Basic principles of Internet and Web structure;</p> <p>Ability to:          Skillfully apply an advanced sense of design aesthetics that accurately conveys and reinforces an underlying textual message.          Create original illustrations with minimal reliance on pre-existing visuals such as clip art or stock photographs.          Use initiative and independent judgment within established procedural guidelines.</p>

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	<p>Organize, prioritize, and coordinate multiple work activities and meet critical deadlines with minimal supervision.</p> <p>Install and operate at an advanced level, design and graphics software, including page layout, illustration, slide presentation, and image manipulation applications.</p> <p>Without supervision, configure, troubleshoot, and maintain computers and all peripheral equipment.</p> <p>Prepare final artwork for press as well as electronic media.</p> <p>Convert documents among systems.</p> <p>Work effectively as part of a project team.</p> <p>Communicate effectively in English, orally and in writing.</p> <p>Establish and maintain effective working relationships with those contacted in the course of the work.</p>
<p><b>CONTRACT SPECIALIST</b></p>	<p><b>Knowledge of:</b></p> <p>Principles and practices of acquisition planning, development, and implementation.</p> <p>Contract administration and termination techniques.</p> <p>Price/cost analysis techniques.</p> <p>Contract types, methods, and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, and multiple awards.</p> <p>Contract negotiation techniques.</p> <p>Laws, regulations, and rules associated with contract development, administration, and termination.</p> <p>The operation of personal computers and the use of specified computer applications, such as word processing and spread sheets.</p> <p><b>Ability to:</b></p> <p>Conduct price/cost analyses.</p> <p>Prepare a variety of contracts for equipment, goods and services.</p> <p>Negotiate contracts.</p> <p>Manage, administer, monitor, and terminate contracts.</p> <p>Communicate effectively in English, orally and in writing.</p>
<p><b>PARALEGAL</b></p>	<p>Ability to analyze information;</p> <p>Good research skills;</p> <p>Experience drafting legal documents;</p> <p>Ability to do legal research on Nexis/Lexis library databases;</p> <p>Possess summarization, discovery and indexing skills;</p>

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	<p>Paralegal certificate desirable;          Intermediate working knowledge of specified computer applications such as: Word, Excel, PowerPoint, Email, Internet, Calendar software;          Good organizational and interpersonal skills;          Ability to communicate effectively in English, orally and in writing.</p>
<p><b>ATTORNEY</b></p>	<p>Admission to the State Bar of California <b>and</b> <u>four</u> years of relevant post-bar experience in a legal setting, such as a private law practice, corporation, government agency, law school, court, or legal publishing company; or performing a broad range of legal duties relating to the courts, such as:          -analysis and drafting of legal and policy memoranda,          -involvement in legal publishing, legislation, or contracts,          -providing legal or judicial education, or          -staffing committees.</p>
<p><b>HELP DESK ASSISTANT</b></p>	<p>Must have excellent verbal and written communication skills;          Have excellent interpersonal skills and ability to interact with a diverse end user community;          Minimum of one (1) year experience providing Customer Service/Helpdesk phone technical customer support;          Strong analytical abilities including the demonstrated ability to comprehend new IT technologies and solve problems;          Possess general knowledge of computer hardware, software, and networks and understanding of IT tools;          Fluent in MS Excel, Access, Powerpoint, Word, and Outlook;          Good organizational skills</p>
<p><b>LIBRARY TECHNICIAN</b></p>	<p>Knowledge of a research library's practices and procedures and the use of standard library resources;          Understanding of the basic principles and techniques of library classification, cataloging, research, and reference work;          Good recordkeeping principles and practices;          Working knowledge of specified computer applications such as: Word, Excel, PowerPoint, Email, Internet, etc.;          Ability to perform a full range of paraprofessional library duties accurately;          Ability to safely operate a variety of standard office equipment;          Ability to transport library materials weighing up to 40 lbs.;</p>

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	<p>Ability to organize own work, set priorities, and meet deadlines;                  Ability to communicate effectively in English, orally and in writing.</p>
<p><b>RESEARCH TECHNICIAN</b></p>	<p>Knowledge of substantive and procedural legal principles and applications;                  Knowledge of legal research methods; principles of administrative and constitutional law;                  Ability to perform legal research, including computerized legal research, and apply legal principles and precedents to particular set of facts;                  Good analytical skills;                  Working knowledge of specified computer applications such as: Word, Excel, PowerPoint, Email, Internet, etc.;                  Ability to communicate effectively in English, orally and in writing.</p>
<p><b>HUMAN RESOURCES ANALYST</b></p>	<p>Minimum 2 years HR experience                  Strong analytical skill;                  Strong written and oral communication skills;                  Experience communicating with executive level managers;                  Intermediate to Advanced working knowledge of specified computer applications such as: Word, Excel, Access, PowerPoint, Email, Internet, etc.                  Experience with an HR system, preferably PeopleSoft;                  Knowledge of business theory and practices;</p>