

E - INDEX OF SURVEYED JOBS**FINANCE / ACCOUNTING**

- 5. Accounting Clerk, Junior
- 10. Accounting Clerk, Intermediate
- 15. Accounting Clerk, Senior
- 20. Cost Accounting Clerk, Intermediate
- 25. Bookkeeper -Senior
- 30. Billing Clerk

PAYROLL, CREDIT & PURCHASING

- 35. Payroll Clerk-Junior
- 40. Payroll Clerk -Intermediate
- 45. Payroll Clerk -Senior
- 50. Credit And Collections Clerk -Intermediate
- 55. Credit And Collections Clerk -Senior
- 60. Purchasing Clerk
- 65. Purchasing Assistant

CUSTOMER SERVICE REPRESENTATIVES

- 70. – 72. Service Representative, Customer Service, Jr.,Int.,Sr.
- 73. – 75. Service Representative, Order Entry, Jr.,Int.,Sr.
- 76. – 78. Service Representative, Inbound Selling, Jr.,Int.,Sr.
- 79. – 81. Service Representative, Technical Support, Jr.,Int.,Sr.

GENERAL OFFICE

- 85. Filing Clerk
- 90. Typist Clerk
- 95. Mail Clerk
- 100. Messenger
- 105. Driver/Messenger
- 110. Office Cashier
- 115. Receptionist
- 120. Telephone Operator - P.B.X.
- 125. Telephone Operator - Receptionist
- 130. Telephone Operator - Receptionist, Bilingual
- 135. Document Control Clerk
- 140. General Clerk, Junior
- 145. General Clerk, Intermediate
- 150. General Clerk, Senior
- 155. Desktop Publishing Operator
- 156. Offset Duplicating Machine Operator
- 160. Word Processing Operator - Intermediate
- 165. Word Processing Operator - Senior

HUMAN RESOURCES

- 170. Human Resources Clerk
- 175. Personnel Assistant I
- 180. Personnel Assistant II
- 185. Employee Benefits Clerk, Intermediate
- 190. Employee Benefits Clerk, Senior
- 195. Human Resources Information Systems (HRIS) Clerk - Senior
- 200. Human Resources Information Systems (HRIS) Clerk - Intermediate

DEPARTMENTAL STAFF

- 205. Department Assistant
- 210. Department Aide
- 215. Department Specialist
- 220. Project Coordinator (Quality Programs)

ADMINISTRATIVE/SECRETARIAL SERVICES

- 225. Secretary I Stenographer
- 230. Secretary II
- 235. Senior Secretary
- 240. Executive Secretary - Company Officer
- 245. Executive Secretary - Senior Executives
- 250. Executive Secretary - Chief Executive Officer
- 255. Administrative Assistant (Nonexempt)
- 260. Legal Secretary
- 265. Paralegal

SALES AND MARKETING

- 280. Sales Order Clerk
- 282. Sales Assistant, Intermediate
- 283. Sales Assistant, Senior
- 285. Marketing Assistant
- 286. Marketing Assistant, Senior
- 290. Telemarketing Representative -Intermediate

COMPUTER OPERATIONS

- 295. Computer Operator, Lead
- 300. Computer Operator, Senior Level
- 305. Computer Operator, Intermediate Level
- 310. Computer Operator, Entry Level
- 315. Data Control Clerk, Senior
- 320. Data Control Clerk, Junior
- 325. Data Entry Operator, Lead
- 330. Data Entry Operator, Senior
- 335. Data Entry Operator

INSURANCE INDUSTRY

- 340. Claims Clerk
- 370. Underwriting Assistant
- 395. Claims Adjuster Trainee

GENERAL

- 410. Automotive Mechanic
- 415. Mechanic, Heavy Equipment (Construction)
- 420. Common Laborer, I
- 425. Common Laborer, II
- 430. General Helper (Trade Helper)
- 435. Guard
- 440. Janitor
- 445. Hazardous Materials Handler
- 450. Fork Lift Operator

MAINTENANCE

- 455. Maintenance Carpenter
- 460. Maintenance Electrician, Intermediate
- 465. Maintenance Electrician, Senior
- 470. Maintenance Machinist
- 475. Maintenance Mechanic, Intermediate
- 480. Maintenance Mechanic, Senior
- 485. Maintenance Painter
- 490. Maintenance Pipefitter Steamfitter (Plumber)
- 495. Maintenance, HVAC
- 500. Maintenance, Electronics
- 505. Maintenance, Grounds
- 510. Maintenance -General -Intermediate
- 515. Maintenance -General - Senior
- 520. Maintenance, Personal Computers

E - INDEX OF SURVEYED JOBS -Continued
STOCKING & INVENTORY

525. Selector, Stock - A
 530. Selector, Stock – B
 535. Packer, I
 540. Packer, II
 545. Expediter
 550. Import/Export Clerk
 555. Inventory Control Clerk
 560. Order Clerk
 565. Production Control Clerk
 570. Scheduler
 575. Traffic Clerk

SHIPPING/RECEIVING

580. Shipping/Receiving Clerk -Loading Dock/Platform
 585. Receiving Inspector, Intermediate
 590. Receiving Inspector, Senior/Lead
 595. Shipping/Receiving Clerk -Intermediate
 600. Shipping/Receiving Clerk - Senior/Lead
 605. Shipping Clerk, Intermediate
 610. Shipping Clerk, Senior/Lead
 615. Receiving Clerk, Intermediate
 620. Receiving Clerk, Senior/Lead
 625. Shipping/Receiving Checker
 630. Stock Room Clerk (Office)
 635. Stock Room Clerk (Plant)

DRIVER

640. Heavy Truck Driver
 645. Light Truck Driver
 650. Truck Driver - Tractor Trailer
 655. Truck Driver - Flatbed
 660. Dispatcher

WAREHOUSE/MATERIAL HANDLING

670. Material Handler - I
 675. Material Handler - II
 680. Material Handler - Lead
 685. Warehouseperson I
 690. Warehouseperson II
 695. Warehouseperson Lead

PRODUCTION

700. Electronic And/Or Electromechanical Assembler -Minor Skills
 705. Electronic And/Or Electromechanical Assembler - Semiskilled
 710. Electronic And/Or Electromechanical Assembler -Skilled
 715. Mechanical Assembler - Minor Skills
 720. Mechanical Assembler - Semiskilled
 725. Mechanical Assembler- Skilled
 730. Leader, Assembly Group - A
 735. Leader, Assembly Group - B
 740. Assembler (Floor): I

745. Assembler (Floor): II
 800. Experimental Machinist
 805. Operator, Degreaser
 810. General Machinist, Production, Journey
 811. General Machinist, Production, Sr.
 812. General Machinist, Production
 830. Setter, Injection Molding Machine
 835. Injection Molding Machine Operator
 855. Inspector I
 856. Inspector II
 860. Inspector Precision Machine
 862. Quality Control, Entry
 863. Quality Control, Intermediate
 864. Quality Control, Senior
 889. Operator, Machining Center (NC/CNC), Lead
 890. Operator, Machining Center (NC/CNC) - A
 895. Operator, Machining Center (NC/CNC) - B
 896. Operator, Machining Center (NC/CNC) - C
 905. Sewing Machine Operator
 910. Production Machine Operator
 915. Production Worker, Intermediate
 920. Production Worker, Senior
 925. Production Worker, Group Leader
 930. Punch Press Setup Operator
 931. Punch Press Operator
 940. Operator, Fabricating Machine (Sheet Metal) - A
 945. Operator, Fabricating Machine (Sheet Metal) - B
 950. Operator, Fabricating Machine (Sheet Metal) - C
 955. Painter, Production - A
 960. Painter, Production - B
 965. Painter, Production - C
 970. Tool And Cutter Grinder
 975. Maker, Tool, Die and Gauge - A
 980. Maker, Tool, Die and Gauge - B
 985. Maker, Tool, Die and Gauge - C
 990. Tool Room Attendant
 995. Welder, Arc And Gas
 1000. Welder, Spot

TECHNICAL

3300. – 3330 CAD Designer/Operator – (4 Levels)
 3340. – 3370. Designer/Drafter – (4 Levels)
 3380. – 3410. Mechanical Designer – (4 Levels)
 3420. – 3450. Industrial Designer – (4 Levels)
 3460. – 3490. Engineering Development Technician – (4 Levels)
 3500. – 3530. Environmental Engineering Technician – (4 Levels)
 3540. – 3570. Research Laboratory Technician – (4 Levels)
 3580. – 3610. Chemical Technician – (4 Levels)
 3620. – 3650. Technical Writer – (4 Levels)
 3660. – 3690. Test Technician/Quality Control –(4 Levels)
 3700. – 3730. Electronics Production Technician – (4 Levels)
 3740. – 3770. Safety Technician – (4 Levels)
 3780. – 3810. Field Service Technician – (4 Levels)