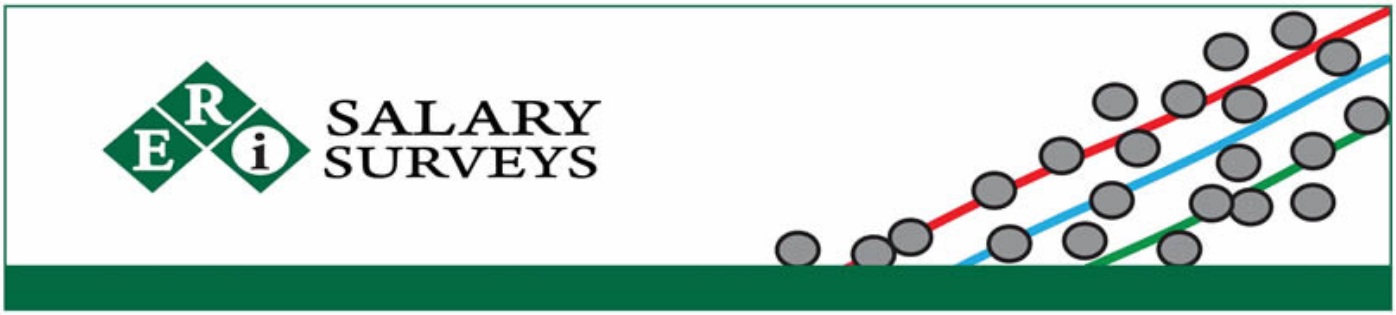

Banking Salary Survey

RETURN TO:
ERI Salary Surveys
ATTN: Survey Department
8575 164th Ave NE, Suite 100
Redmond, WA 98052
USA
Telephone: (877) 210-6563, Fax: (877) 239-2457

(RETURN BY March 31, 2014)

General Instructions
Participation between October 1 and December 31 earns a 75% discount. After that a 50% discount will be in effect. Discounts apply to any one survey order. Required inputs exist only for the wage/salary and variable pay/incentives to be earned in this year. Data collected before March 31, 2014, will be included in the 2014 survey. ENTER DATA ONLY FOR JOBS THAT EXIST WITHIN YOUR ORGANIZATION.

Please make sure your contact information is correct, including the industry sector, location, and the organizational size dimension and measure. We will call you to go over submitted input.

- Again, fill in data for only those jobs in which your organization has incumbents. -

Should you wish, you may enter your data directly online
or download a questionnaire at:

http://salary-surveys.erieri.com/onlinesurvey

ORGANIZATION INFORMATION

* Indicates required field

* Data Effective Date: _____

*Industry Sector (Default SIC 6000) (If known please circle one NTEE _____/SIC_____/NAIC_____)

*Organization: _____

*Total Employees: _____

*Revenue: _____

Assets: _____

*First Name: _____

*Last Name: _____

*Email: _____

*Phone: _____

*Fax: _____

*Address: _____

*City: _____

*State/Province: _____

*Zip Code: _____

*Country: _____

INDUSTRY BENCHMARK JOBS

INSTRUCTIONS: For each job, all values refer to "averages" of the incumbents. If you wish to detail the information for the incumbents or they work in a different postal code, please use the Job Overflow page at the end of this section to do so. To enter the correct education level for a job, please use a value from the list below:

EDUCATION LEVELS

1 - Illiterate - non-English speaking
2 - Limited English speaking
3 - Eighth grade or equivalent
4 - High School - non skilled
5 - High School - skilled
6 - 1 year trade, technical or JC
7 - 2 year JC or apprenticeship
8 - 4 year college - non-technical
9 - 4 year college - technical
10 - Masters Degree
11 - Doctorate

Top Management Positions

1. **CHIEF EXECUTIVE OFFICER**

Plans, develops, establishes, and oversees interpretation and implementation of policies and objectives of organization in accordance with board directives and corporation charter. Responsible for the profitability of the entire organization. Holds position of the top executive and principal organization leader in the organization. This position is distinguished from others in that it is the top ranking executive and, in most cases, is the highest paid executive in the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1							

2. **CHIEF FINANCIAL OFFICER**

Directs and coordinates company's financial affairs according to financial principles and government regulations. Establishes major economic objectives and policies for the company. Develop Develops, directs and prepares financial analyses of operations for guidance of management. Recommends changes and ideas to top management or Board of Directors in regard to policies and programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6							

3. **CHIEF HUMAN RESOURCES OFFICER**

Directs, plans, develops, establishes, implements, and administers the personnel and human resources management function in accordance with objectives of organization. Directs human resource functions including staffing, employee orientation, education, and training, management development, employee and labor relations, affirmative action compliance, policies and procedures, workers compensation administration, wage and salary administration, benefits administration, organization development, and employee assistance. Directs staff personnel who assist in identifying, evaluating, and resolving human relations and work performance problems within establishment to facilitate communication and improve employee human relations skills and work performance.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5							

4. **CHIEF MARKETING & SALES OFFICER**

Directs and oversees all marketing and sales functions. Plans, develops, and implements objectives, policies, and programs for marketing and sales activities of the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4							

5. **EXECUTIVE VICE PRESIDENT**

Directs, plans, approves, revises, and implements overall corporate growth strategies and personnel activities. Oversees a broad range of activities or functions in the organization. This position is distinguished in that it is responsible for a broad range of activities or functions in the organization. In larger organizations, Vice President level position(s) may report to the Executive Vice President.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3							

6. **TOP IT OFFICER**

Directs, develops, administers, and coordinates all phases of an organization's computer department, including systems design, programming, installation, and operation. Collaborates with the CEO and Board of Directors, setting the short- and long-term strategic objectives while providing the management necessary to achieve profits, growth, or other goals of the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7							

7. **ACCOUNT SUPERVISOR**

Supervises the servicing or sale of certain accounts. Estimates expenditures expected and presents to management. Analyzes records of present and past operations, trends and costs, estimated and realized revenue, administrative commitments, and obligations incurred.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
334							

8. **ACCOUNTING MANAGER**

Manages professional level accounting functions and the preparation of reports including earnings, profits/losses, cash balances, and cost accounting. Confirms accuracy of operating and financial reports.Advises upper management regarding matters, such as effective use of resources and methods, for preventing capital being frozen. Interprets accounts and records to upper management. Includes managers whose staffs may consist of a mix of professional, paraprofessional, and/or clerical accounting personnel; excludes managers whose staffs consist of 100 percent nonexempt accounting personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1305							

9. **ADVERTISING MANAGER**

Manages the advertising function of the organization working with media personnel, illustrators, photographers, advertising agencies, and sales promotion and marketing departments to promote products and concepts of organizations through various advertising media.Reviews and approves media presentations. Plans and documents research activities concerned with gathering information or statistics pertinent to planning and execution of sales promotion campaigns.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
354							

10. **ATM MANAGER**

Manages the administration of a bank's Automated Teller Machine (ATM) products, services, and related systems. Studies service quality and maintains efficient ATM operational processes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3328							

11. **BANKING ASSISTANT BRANCH MANAGER (MAJOR BRANCH)**

Manages and coordinates activities of workers, in an assistant role to the Branch Manager, engaged in providing financial services to customers, and assists in cash management activities.Reviews documents prepared by subordinates, such as savings bond applications and safe deposit vault entry and exit records, to ensure compliance with establishment policies and procedures. Oversees branch office operations to ensure that security procedures are being followed. Runs office in absence of Branch Manager. The Assistant Branch Manager (Major Branch) is distinguished from the Assistant Branch Manager (Minor Branch) as the position requires more experience, supervises a larger staff and is in a larger volume branch bank.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2004							

12. **BANKING ASSISTANT BRANCH MANAGER (MINOR BRANCH)**

Manages and coordinates activities of workers, in an assistant role to the Branch Manager, engaged in providing financial services to customers, and aides in cash management activities. Evaluates documents prepared by subordinates, such as savings bond applications and safe deposit vault entry and exit records, to ensure compliance with establishment policies and procedures.Oversees branch office operations to ensure that security procedures are being followed. The Assistant Branch Manager (Minor Branch) is distinguished from the Assistant Branch Manager (Major Branch) as the position requires less experience, supervises a smaller staff, and is in a smaller volume branch bank.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7581							

13. **BANKING BRANCH ADMINISTRATION MANAGER**

Manages administration and operations for entire branch office system of financial organizations. Coordinates banking activities in accordance with policies, principles, and procedures and to direct efforts towards profitability and image of branch system. Directs branch managers who are responsible for profitability of individual banking centers. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
8004							

14. **BANKING BRANCH MANAGER (MAJOR BRANCH)**

14. **BANKING BRANCH MANAGER (MAJOR BRANCH)**

Manages branch of financial institution, such as commercial bank, credit union, finance company, mortgage company, savings bank, or trust company. Directs and coordinates activities to implement institution policies, procedures, and practices concerning granting or extending lines of credit, commercial loans, real estate loans, and consumer credit loans. Directs, through subordinate supervisors, activities of workers engaged in implementing establishment services and performing such functions as collecting delinquent accounts, authorizing loans, or opening savings account. The Branch Manager (Major Branch) is distinguished from the Branch Manager (Minor Branch) as the position requires more experience, supervises a larger staff, and is a larger volume branch bank.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7579							

15. **BANKING BRANCH MANAGER (MINOR BRANCH)**

Manages branch of financial institutions, such as commercial bank, credit union, finance company, mortgage company, savings bank, or trust company. Directs activities of workers engaged in implementing establishment services and performing such functions as collecting delinquent accounts, authorizing loans, or opening savings accounts.Coordinates activities to implement institution policies, procedures, and practices concerning granting or extending lines of credit, commercial loans, real estate loans, and consumer credit loans. The Branch Manager (Minor Branch) is distinguished from the Branch Manager (Major Branch) as the position requires less experience, supervises a smaller staff, and is a smaller volume branch bank.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7580							

16. **BANKING HEAD OF LENDING**

Directs loan operations of financial institutions, such as bank, finance company, mortgage banking company, savings and loan association, or trust company. Plans, develops, and establishes policies and objectives of function in accordance with objectives of organization. Directs, through subordinate managerial personnel, activities of workers engaged in performing financial functions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7584							

17. **BANKING HEAD OF OPERATIONS**

Manages and coordinates activities of personnel involved in performing internal operations in departments or branch offices of financial institution. Assigns duties to operations personnel to ensure efficient operation including, but not limited to, security, check processing, bookkeeping, funds transfers, tellers, etc., of department or branch. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7576							

18. **BANKING HEAD OF RETAIL BANKING**

Directs and coordinates, through subordinate managerial personnel, activities of retail consumer products and services division. Oversees new accounts, branch operations, customer service, marketing, personal banking, private banking, and tellers. Acts under authority and responsibility delegated by corporate executive officer. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7578							

19. **BANKING HEAD OF TRUST**

Directs and manages all activities of trust division including business development and policies to maintain and promote the growth of established investments. Reviews and recommends or rejects investment opportunities and establishes favorable fee schedules. Reviews and supervises various trust and management account investments. Coordinates trust activities relative to creating and administering personal, corporate, probate, and court-ordered guardianship trusts in accordance with terms creating trust, will, or court order.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7582							

20. **BANKING INVESTMENT MANAGER**

Manages staff and oversees the allocation and investment of cash/funds to optimize rate of return and compliance with governing regulations. Directs purchasing of government bonds or other acceptable securities, sale or redemption of bonds and securities on due date, substitution of purchased bonds and securities for those sold or redeemed, and regulation of funds to branch offices, correspondent banks, and reserve banks to ensure funds are kept at prescribed levels and in accordance with deposit agreements. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1275							

21. **BANKING LOAN MANAGER COMMERCIAL**

Manages commercial loan department of a financial institution. Coordinates activities to implement institution's commercial loan policies, procedures, and practices concerning granting or extending lines of credit and loan activities. Develops or approves commercial lending policies and interest rate structures. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7572							

22. **BANKING LOAN MANAGER CONSUMER**

Manages consumer loan department of a financial institution providing services including vehicle loans, personal or unsecured lines of credit, home improvement and home equity loans, student loans, credit cards, etc.Coordinates activities to implement institution's consumer loan policies, procedures, and practices concerning granting or extending lines of credit and loan activities. Develops or approves consumer lending policies and interest rate structures. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7574							

23. **BANKING LOAN MANAGER MORTGAGE**

Manages mortgage loan department of a financial institution. Coordinates activities to implement institution policies, procedures, and practices concerning granting or extending lines of credit and loan activities. Develops or approves mortgage lending policies and interest rate structures. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7571							

24. **BANKING RELATIONSHIP MANAGER**

Acquires, develops, maintains, and strengthens banking relationships with commercial and corporate clients, and seeks to develop new business through various channels such as cross-sales and working referrals. Identifies appropriate needs-based product solution fit, and recommends appropriate loan programs, investments, and capital sources to help grow clients' businesses. Provides financial advice to business clients with a focus on client experience and risk management.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6080							

25. **BANKING TRUST OFFICER**

Directs and coordinates activities relative to creating and administering personal, corporate, probate, and court-ordered guardianship trusts in accordance with terms creating trust, will, or court order. Directs drafting of, or drafts or consults with client's attorney who drafts, legal documents specifying details, conditions, and duration of trust. Locates and places funds, securities, and other assets in trust account.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2045							

26. **BENEFITS MANAGER**

Manages employee benefits program for organization. Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement. Oversees preparation and distribution of written and verbal information to inform employees of benefits programs, such as insurance and pension plans, paid time off, bonus pay, and special employer-sponsored activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4007							

27. **BOND DEPARTMENT MANAGER**

Manages and coordinates brokerage activities concerned with buying or selling bonds for clients. Develops and implements plans to ensure compliance of workers with established programs, procedures, and practices. Oversees and coordinates subordinate staff. Must be a registered broker.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2009							

28. **BUILDING & FACILITIES MANAGER**

Manages, plans, and coordinates, through staff of skilled, semiskilled, and unskilled trade personnel, activities concerned with the operation, repair, maintenance, and construction of facilities, equipment, buildings, and grounds to minimize interruption and improve efficiency. Plans andoversees such matters as design and development of plant facilities, formulation of operating rules, regulations, and procedures. Develops procedures for use in event of accidents, fires, or other emergencies. Inspects plant facilities or reviews inspection reports, to determine repairs, replacement, or improvements required. Hires, trains, and supervises building service personnel. Assigns workers to duties such as maintenance, repair, or renovation and may obtain bids for additional work from outside contractors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1627							

29. **BUSINESS DEVELOPMENT MANAGER**

Manages and aids in the analyzing, planning, research, and development of organization's objectives and strategic plans in order to achieve business opportunities, growth, and financial profitability.Develops plans to achieve growth and financial profitability via acquisitions, mergers, and/or divestitures. Oversees and contributes to the development and research of building on company strengths, identifying potential new markets and business opportunities, increasing share of market, and obtaining a competitive position in the industry.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220118							

30. **CALL CENTER MANAGER**

30. **CALL CENTER MANAGER**

Manages a staff of Call Center Representatives and/or Telemarketers. Focuses on staffing, training, and monitoring the production of the employees. Directs motivational sessions to improve productivity.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
43740							

31. **CASHIERING MANAGER**

Manages organization funds and coordinates activities of employees engaged in receiving and disbursing funds and recording monetary transactions. Establishes and maintains active relationships with banks.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2055							

32. **COLLECTION MANAGER**

Manages and coordinates activities of workers engaged in conducting credit investigations and collecting delinquent accounts of customers of commercial establishment, department store, bank, or similar establishment.Assigns subordinates to supervise workers investigating and verifying financial status and reputation of prospective customers applying for credit, preparing documents to substantiate findings, and recommending rejection or approval of applications.Determines responsibility for collecting on worthless checks and delinquent bills to specific supervisors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1328							

33. **COMMUNITY DEVELOPMENT MANAGER**

Manages activities of organization to coordinate functions of various community development programs. Organizes and develops planning program to ascertain community requirements and problems, and to determine agency responsibility for administering program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2767							

34. **CREDIT MANAGER**

Manages and coordinates activities of those engaged in conducting credit investigations and collecting delinquent accounts of customers of commercial establishment, department store, bank, or similar establishment. Assigns subordinates to supervise workers investigating and verifying financial status and reputation of prospective customers applying for credit, preparing documents to substantiate findings, and recommending rejection or approval of applications.Determines responsibility for collecting on bad checks and delinquent bills to specific supervisors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1431							

35. **HUMAN RESOURCES MANAGER**

Manages Human Resources staff and plans, develops, recommends, and implements human resources activities, policies, procedures, and programs for an organization, assisting upper management as requested. Manages activities relating to staffing, employee education and training, management development, labor relations, affirmative action, benefits administration, and salary administration.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
19998							

36. **INVESTOR RELATIONS MANAGER**

Manages investor/shareholder relations activities, and communicates with and oversees those who communicate with and respond to inquiries and requests by investors or shareholder, which responses may require the analyses of records of present and past operations, trends and costs, estimated and administrative commitments, and information.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1292							

37. **MARKETING MANAGER**

Manages the promotion and direction of the marketing activities, improvement of company's product image, market data, and information. Identifies and evaluates marketing strategies, based on knowledge of organization objectives, market characteristics, and cost and markup factors. Determines the demand for products and services offered by an organization and its competitors. Manages andcoordinates activities of the marketing staff, including hiring, training, and performance evaluations. Identifies potential customers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4053							
4053							

38. **PAYROLL MANAGER**

Manages and coordinates activities of staff and payroll systems at one or more locations. Reviews personnel records to determine names, rates of pay, occupations of new hires, and changes in wage rates and occupations of employees on payroll. Directs computation of differential pay according to company policy.Oversees compilation and preparation of other payroll data such as pension, insurance, bond purchases, and credit union payments. Reviews and approves payroll deductions, interprets company policies and government regulations in connection with payroll procedures, and directs preparation of government reports.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1331							

39. **PHILANTHROPY ACCOUNT MANAGER**

Provides personalized service and day-to-day administration of philanthropy accounts for a nonprofit organization. Manages individual or company philanthropy accounts set up for donors. Assures distributions are made following the requests of the donors for specified amounts on specified dates and to specified charitable organizations or per the requirements of the philanthropy management organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6083							

40. **PORTFOLIO MANAGER**

Oversees and coordinates all aspects of portfolio management activities for an organization or for a dedicated group of accounts. Manages the investment portfolio planning process, and oversees day-to-day management and monitoring of investment portfolios. Researches, develops, and deploys management strategies and technologies in an effort to enhance returns and control both investment and operational risk.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6104							

41. **PUBLIC RELATIONS MANAGER**

Manages and coordinates employee, community, and public relations activities for an organization. Manages and administers the presentation and representation of the organization to employees, the general public, customers, and shareholders. Plans and implements public relations programs designed to create and maintain favorable public image for the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1910							

42. **PURCHASING MANAGER**

Manages and coordinates activities of buyers and support staff engaged in purchasing and distributing raw materials, equipment, machinery, and supplies in industrial plant, public utility, or other organization.Establishes purchasing policies and procedures and directs purchasing programs accordingly. Establishes procedures to accomplish procurement of a variety of materials in a cost-effective manner. Prepares and assigns purchase orders and change notices to purchasing agents.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4074							

Supervisory Positions

43. **BANKING SUPERVISOR CHECK PROCESSING**

Supervises and coordinates activities of individuals engaged in operating machines to encode, add, cancel, scan, photocopy, and sort checks, drafts, and money orders for collection, and to prove records of transactions.Replies to inquiries from staff or customers, finding check copies and proof records when necessary. Remedies account issues when errors are found, preparing journal voucher to correct account.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7577							

44. **BANKING SUPERVISOR LENDING ACTIVITIES**

Supervises and coordinates activities of workers engaged in processing and recording commercial, residential, and consumer loans. Reviews and authorizes corrections to loan records. May supervise mortgage loan processor, mortgage loan closer, and clerk regarding procedures. NOTE--ERI's salary based on asset size.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5996							

45. **BANKING TELLER HEAD**

Leads activities of employees engaged in receiving and paying out money and keeping records of transactions in banks and similar financial institutions. Designates duties and work schedules to workers to ensure efficient functioning of department. Performs teller duties. Assists other tellers with difficulties encountered with customers or with checks. Assists with balancing the cash drawer if a teller is having problems; notes any differences in drawer and makes correcting entries. Covers Teller Supervisor duties in his/her absence. Assists in the proper training of new tellers as required. Performs "spot audits" for Teller Supervisor. Verifies money, cash levels of other teller drawers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2070							

46. **BANKING TELLER SUPERVISOR**

Supervises and coordinates work activities of tellers, and possibly existing and new account personnel, to ensure that duties are performed efficiently and according to financial policies and proceduresOversees activities of workers engaged in receiving and paying out money and keeping records of transactions in banks and similar financial institutions. Assigns duties and work schedules to workers to ensure efficient functioning of department. This job is distinguished from Head Teller as the Head Teller is a lead position where as this job is a first level supervisor. In organizations with a Lead Teller, the Lead Teller reports to the Supervisor.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2069							

47. **PAYROLL SUPERVISOR**

Supervises and coordinates activities of workers engaged the payroll function of recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls. Oversees computation of pay according to company policy and in accordance with government regulations and tax codes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1332							

48. **PROOF MACHINE OPERATOR SUPERVISOR**

Supervises and coordinates activities of individuals engaged in operating machines to encode, add, cancel, scan, photocopy, and sort checks, drafts, and money orders for collection, and to prove records of transactions.Replies to inquiries from staff or customers, finding check copies and proof records when necessary. Remedies account issues when errors are found, preparing journal voucher to correct account.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
66197							

Professional Positions

49. **ACCOUNTANT**

Readies and maintains financial and business transactions, applying accounting principles, that include work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice.Utilizes knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and often entails some understanding of such related fields as business law, statistics, and general management.Analyzes the effects of transactions upon account relationships. Evaluates alternative means of treating transactions. Plans the manner in which account structures should be developed or modified. Ensures the adequacy of the accounting system as the basis for reporting to management. Considers the need for new or changed controls. Projects accounting data to show the effects of proposed plans on capital investments, income, cash position, and overall financial condition. Interprets the meaning of accounting records, reports, and statements. Advises operating officials on accounting matters. Excludes paraprofessional accountants.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4001							

50. **APPRAISER**

Appraises merchandise, fixtures, machinery, and equipment of business firms to ascertain values for such purposes as approval of loans, issuance of insurance policies, disposition of estates, and liquidation of assets of bankrupt firmsEvaluates items and estimates their wholesale or auction-sale values, basing estimate on knowledge of equipment or goods, current market values, and industrial and economic trends.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3097							

51. **APPRAISER COMMERCIAL**

Assesses improved or unimproved commercial property to determine value for purchase, sale, investment, mortgage, or loan purposes. Inspects property for construction, condition, and functional design andcalculates property measurements. Receives pertinent information by interviewing people familiar with commercial property and immediate surroundings, such as contractors, commercial property owners, and other realtors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3100							
3100							

52. **BANKING CREDIT ANALYST**

Assesses credit information to determine risk involved in lending money to customers, and prepares report of findings. Composes loan applications, including results of credit analysis and summary of loan request to loan committee for decision. Picks required information, including company financial statements and balance sheet, and records data on spreadsheet. Performs industry research and ratios.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE

2034							

53. **BANKING INVESTMENT ANALYST**

Analyzes financial information to forecast business, industry, and economic conditions, for use in making investment decisions. Summarizes data describing current and long-term trends in investment risks and economic influences pertinent to investments. Recommends investment timing and buy-and-sell orders to company or to staff of investment establishment for advising clients.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1276							

54. **BANKING LETTER OF CREDIT EXAMINER**

Okays payment on letters of credit used in international banking. Examines documents, such as bills of lading, certificates of origin, and shipping manifests, for accuracy and completeness.Ensures that conditions of letters of credit are in accordance with establishment policies and international uniform customs and practices. Verifies document computations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2027							

55. **BANKING LOAN COLLECTOR COMMERCIAL**

Coordinates activities to collect delinquent commercial loans. Reviews files of commercial loans in default to determine collateral held by bank. Typically requires a four-year college degree in addition to job experience in a related field.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2007							

56. **BANKING LOAN OFFICER COMMERCIAL**

Interviews applicants and studies, evaluates, and authorizes or recommends approval of customer applications for secured or unsecured commercial loans and lines of credit.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7573							

57. **BANKING LOAN OFFICER CONSUMER**

Interviews applicants and studies, evaluates, and authorizes or recommends approval of customer applications for consumer loans, including vehicle loans, home improvement, home equity, personal, secured and unsecured, student loans, credit cards, etc.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2022							

58. **BANKING LOAN OFFICER GENERAL**

Talks with applicants and requests specified information for loan application. Examines, assesses, and okays or recommends approval of customer applications for lines or extension of lines of credit, commercial loans, real estate loans, consumer credit loans, or credit card accounts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2015							

59. **BANKING LOAN OFFICER MORTGAGE**

Interviews applicants, and reviews, evaluates, and authorizes or recommends approval of customer applications for conventional residential mortgage and FHA/VA loans. Interviews applicant and requests specified information for mortgage loan application. Analyzes applicant financial status, credit, and property evaluation to determine feasibility of granting loan, or may submit application to Credit Analyst for verification and recommendation.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6001							

60. **BANKING LOAN REVIEW ANALYST**

Examines and assesses quality of commercial loans, and designates risk rating indicating borrower's financial strength and probability of loan repayment. Picks loans to evaluate for credit risk according to factors, such as geographical location, and type and amount of loan.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2017							

61. **BANKING LOAN UNDERWRITER MORTGAGE**

Gives approval or denial for mortgage loans, following mortgage standards. Checks and examines information on mortgage loan documents to determine if buyer, property, and loan conditions meet establishment and government standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1414							

62. **BANKING TELLER FOREIGN BANKNOTES**

Buys and arranges for sale of foreign currencies, and prepares travelers' checks for customers, according to daily international exchange rates, working at counter in foreign exchange office.Asks patrons questions to determine type of currency or draft desired or offered for sale. Cites unit exchange rate, following daily international rate sheet or computer display. Computes exchange value including fee for transaction and counts out currency.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2047							

63. **BENEFITS ADMINISTRATOR**

Assesses and gives advice to supervisors and managers on methods and approaches to resolving employee benefit problems. Performs administrative work involved in the benefit functions, and maintains related records. Ensures that programs are carried out in accordance with company's policies and procedures. Specializes in human resources at the professional level, and carries out responsibilities in benefits, administering and advising employees and management on the interpretation of benefit policies, programs, and procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9127							

64. **CLOSER**

Coordinates closing transactions between the buyer and seller in the sale of real estate. Receives and deposits escrow monies in established accounts and disburses funds from each account. Reviews closing documents to determine accuracy of information and need for additional documents.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2064							

65. **COMPUTER PROGRAMMER**

Programs computers. Develops, runs tests, and maintains current computer programs that provide instructions computers must follow to perform their function. Develops, designs, and tests logical structure for solving problems by computers. Writes programs according to specifications, which may be provided by Software Engineers, Systems Analysts, or other computer scientists. Updates, repairs, modifies, and expands existing computer programs. This position is distinguished from Programmer Analyst as this position may not include or involves a lesser degree of structured analysis, impact and compatibility analysis, cost analysis, computer capability analysis, feasibility studies, and user/customer interface.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4020							

66. **FINANCIAL ANALYST**

Analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance. Runs and documents financial analysis projects. Aids organization with financial functions, such as assessing, auditing, planning, budgeting, taxes, consolidation, cost control, and project control. Evaluates and analyzes capital expenditures, depreciation, proposals, investment opportunities, rate of return, profit plans, operating records, financial statements, etc.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1273							

67. **GRAPHIC DESIGNER**

Designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, Internet websites, television, and packaging. Develops Develops materials manually or utilizes graphic software to design and produce finished artwork or product. Plans content, graphic aspects, and presentation of material, product, or service.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4027							

68. **HRIS ANALYST**

Performs analyses, tests, and administrates HRIS computer system modules including, but not limited to, human resources, compensation, payroll, benefits, etc. Keeps integrity and accuracy of database.Investigates programs to process data and solve human resources problems by use of computers--computer systems support may be mainframe, mini, and/or personal computers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1798							

69. **INTERNAL AUDITOR**

Reviews and determines effectiveness of controls, accuracy of financial records, and efficiency of operations for management in an organization. Studies accounting and statistical records of departments, and interviews individuals to ensure recording of transactions and compliance with applicable laws and regulations. Determines efficiency and protective value of accounting systems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4041							

70. **MARKETING ASSOCIATE**

Assists in the creation and management of long-term marketing plans, including advertising, public relations, promotions, and collateral. Gives support to advertising programs and communication programs designed to promote products or services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3322							

71. **MARKETING REPRESENTATIVE**

Encourages sales and creates goodwill for firm's products or services among customers or prospects, and supports a broad range of marketing activities. Calls on existing or potential customers. Participates in sales meetings. This is a professional level non-supervisory position.,

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
351							

72. **MUNICIPAL BONDS UNDERWRITER**

Examines individual applications, evaluates degree of risk involved, and accepts applications, following company's underwriting policies. Checks documents and financial reports to determine degree of risk of applicant's financial standing and value and condition of real property.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1413							

73. **PROGRAMMER ANALYST**

Analyzes and critiques computer programs and systems, and develops/duty> new programs. Reviews users requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Configures plan outlining steps required to develop program, using structured analysis and design. Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1879							
1879							

74. **RECRUITER**

Converses with and asks questions of job applicants to select people meeting employer qualifications. Checks employment applications and examines work history, education and training, job skills, compensation needs, and other qualifications of applicants. Records additional knowledge, skills, abilities, interests, test results, and other data pertinent to selection and referral of applicants. Reviews job orders and matches applicants with job requirements, utilizing manual or computerized file search.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
89146							

75. **RISK MANAGEMENT ANALYST**

Analyzes and administers loss prevention programs and insured and self-insurance coverage for businesses and organizations; utilizes knowledge of tax and insurance strategies, securities, insurance, pension plans, and real estate. Researches accidents or losses involving company employees, contractors, or products.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1427							

76. **SECURITIES ANALYST**

Analyzes statistical information affecting investment program of public, industrial, and financial institutions, such as banks, insurance companies, and brokerage and investment houses. Interp
Interprets data concerning investments, their price, yield, stability, and future trends, using daily stock and bond reports, financial periodicals, securities manuals, and personal interviews.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1282							

77. **SYSTEMS ANALYST**

Analyzes and solves computer problems, and assures technology meets the needs of the organization. Implements system studies to assist organization to realize maximum benefit from investments in equipment, personnel, and business processes.Plans and designs new computer systems or devises ways to apply existing systems resources to additional operations. Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4084							

Sales Positions

78. **BANKING FINANCE SALES REPRESENTATIVE**

Sells financial services to customers of financial institution. Calls on prospective customers to present information on available services, such as deposit accounts, lines-of-credit, sales or inventory financing, cash management, or investment services. Generates prospects from current commercial customers, referral leads, and other sources. Prepares proposals to sell services upon determining customers' financial services needs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
296							

79. **CALL CENTER REPRESENTATIVE (GENERAL CALLS)**

Answers general inbound and places outbound calls in a call center with the goal of increasing business, customer satisfaction, and customer retention. Takes care of inbound and outbound calls of a lesser complexity that are primarily routine or basic in nature. Follows basic procedures and scripts, using fundamental knowledge to navigate company's customer information systems and/or order system along with a basic knowledge of company, services, and products.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7593							

80. **CALL CENTER REPRESENTATIVE (SPECIALIZED CALLS)**

Answers inbound and places outbound calls in a call center with the goal of increasing business, customer satisfaction, and customer retention. Takes care of somewhat complex customer inquiries and problems and non-routine matters than those handled by lower-level Call Center Representatives. Requires a higher degree of skill and ability to explain more complex matters to ensure customer satisfaction and retention, and to sell products and services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7594							

81. **ESTATE PLANNER**

Reviews assets and liabilities of estate to determine that insurance is adequate for financial protection of estate. Studies legal instruments, such as wills, trusts, business agreements, life insurance policies, and government benefits, to estimate value and expenses of estate. May be required to hold state license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1408							

82. **INVESTMENT SPECIALIST**

Buys and sells stocks and bonds for individuals and organizations as representative of stock brokerage firm, applying knowledge of securities, market conditions, government regulations, and financial circumstances of customers. Requires broker's license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1277							

83. **PERSONAL BANKER**

Interacts with banking patrons to provide information and individualized customer service, including financial planning, loan processing, and other services. Prepares various types of new accounts andgives customer service on existing accounts. Assesses and okays overdrafts and checks for cashing. This position has more responsibilities than the customer service representative and is less specialized than a financial sales representative.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
295							

84. **REGISTERED INVESTMENT REPRESENTATIVE**

Sells financial products and services to clients for investment purposes, applying knowledge of securities, investment plans, market conditions, regulations, and financial situation of clients. Identifies potential clients, using advertising campaigns, mailing lists, and personal contacts.Solicits business from potential clients. Converses with clients to determine financial position, resources, assets available to invest, and financial goals. Informs and gives clients advice on purchase or sale of securities, financial services, and investment plans, based on review of professional publications and other financial literature and knowledge of securities market and financial services industry. Requires registration to sell securities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE

1278							

85. **SALES REPRESENTATIVE (KEY ACCOUNTS)**

Sells company products or services in assigned area or territory. Cultivates and maintains favorable contact with key and major accounts of the organization. Calls on potential new key accounts. Sustains a record of high sales achievement. Speaks directly with new and existing customers or clients to explain features and merits of products or services offered. Demonstrates product or services and assists in the best application of products or services. This level is distinguished from lower-level Sales Representative positions by the size and nature of the accounts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7511							

86. **SECURITIES TRADER**

Purchases and sells securities for brokerage firm according to sales order. Receives sales order ticket from registered representative, and inspects form to ensure accuracy of information. Contacts market maker (securities exchange or brokerage firm that is trading requested securities) to execute client orders for purchase or sale of securities, or completes transaction independently if brokerage firm is market maker in requested securities. Must pass state examination to receive license and become registered to trade securities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1286							

Technicians, Para-Professional & Skilled Craft Positions

87. **ADMINISTRATIVE ASSISTANT**

Supports an organization or department by performing administrative services. Assists management with administrative tasks such as tracking and compiling information of interest. Prepares Preparesvarious reports detailing the administrative information handled by the position. Reviews and answers correspondence. May handle confidential information. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4003							

88. **BANKING COLLECTION CLERK**

Receives and processes collection items, such as checks, drafts, and coupons, presented to bank by customers or corresponding banks. Reads letter of instructions accompanying negotiable instruments to determine disposition of items. Computes interest, lists debits and credits, and enters information into computer system. Debits bank account and credits customer's account to liquidate outstanding collections.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2013							

89. **CREDIT AUTHORIZER**

Examines credit charges against customer's account and okays where appropriate. Checks customer's computerized credit record and payment history to approve or disapprove credit, based on predetermined standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2035							

90. **EXECUTIVE SECRETARY**

Assists departments and/or lower-level executives by providing secretarial and administrative support, usually of a confidential nature. Composes letters and memoranda from dictation, verbal direction, or from knowledge of company policy or procedures. Composes andtypes routine correspondence. Files correspondence and other records. Answers telephone, gives information to callers, routes call to appropriate person, and places outgoing calls.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4034							

91. **FRAUD INVESTIGATOR**

Investigates cases of fraud involving use of charge cards reported lost or stolen, cash refunds, and nonexistent accounts in retail stores. Receives information from credit, sales, and collection departments regarding suspected fraud cases. Asks store personnel questions, and observes and interrogates suspected customers to obtain evidence. Compiles detailed reports on fraud cases, and submits and discusses cases with police.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2812							
2812							

92. **PARALEGAL**

Checks and examines law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, initial and amended articles of incorporation, stock certificates and other securities, buy-sell agreements, closing papers and binders, deeds, and trust instruments for review, approval, and use by Attorney. Assesses and inventories real and personal property for estate planning. Investigates facts and law of case to determine causes of action and to prepare case accordingly.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1902							

Field, Shop, Services & Clerical Positions

93. **ACCOUNTING CLERK**

Prepares and keeps financial and business transaction data up-to-date, applying accepted procedures, and prepares reports to ensure accurate accounting records. Performs complex clerical and entry-level accounting activities. Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares reports. Verifies and posts details of business transactions to appropriate ledgers and journals, and totals accounts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4002							

94. **ARMORED CAR GUARD & DRIVER**

Drives armored van to transport money and valuables, and guards money and valuables during transit. Loads and carries bags of cash, coin, and other valuables into and from armored van at protective service building, bank, or customer establishment. Drives armored van along established routes to transport valuables to destination. Guards bags of money and valuables during receipt and transfer to ensure safe delivery.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1751							

95. **BANK TELLER**

Cashes checks, accepts deposits and loan payments, and processes withdrawals. Keeps records of money and negotiable instruments involved in financial transactions. Enters customers' transactions into computer to record transactions, and issues computer-generated receipts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4006							

96. **BANKING CODE & TEST CLERK**

Records and monitors amounts coming into or leaving an organization. Keeps records that are needed to properly account for revenues and expenses. Employs financial software to enter and manipulate data. Verifies and assigns code numbers on telecommunications messages used in banking transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2065							

97. **BANKING CREDIT CARD CONTROL CLERK**

Compiles, verifies, and files records and forms to control issuing, blocking (withholding), or renewal of credit cards. Receives shipments of plastic credit card blanks, issues blank cards for imprinting, receives new or reissued printed cards, verifies identifying data on cards, responsible for mailing of completed credit cards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2036							

98. **BANKING CREDIT REPRESENTATIVE CLERK**

Processes applications of individuals applying for loans and credit. Gets information needed to determine creditworthiness and reviews credit history of applicants for loans, credit cards, or other forms of credit. Checks credit and personal references, contacting credit bureaus, employers, and personal references. Ascertains credit limit, considering such factors as applicant's assets, credit experience, and personal references, based on predetermined standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2037							

99. **BANKING CURRENCY COUNTER**

Sorts and counts paper money, using automatic currency-counting machine. Examines money to detect and remove counterfeit, mutilated, and worn bills.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2637							

100. **BANKING CUSTOMER SERVICE REPRESENTATIVE**

Asks customers questions to obtain information. Explains available financial services, such as savings and checking accounts, Individual Retirement Account, Certificates of Deposit, savings bonds, and securities. Opens accounts, explains and processes investments and other financial services, assesses account problems, resolves complaints, and corrects records. Rents safe deposit boxes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
94							

101. **BANKING DISBURSEMENT CLERK**

Performs a variety of clerical and administrative activities involving the application, processing, and recording of loans. Verifies accuracy of consumer loan applications, prepares loan work papers, insurance record, and credit report. Records loan and prepares daily report of loan transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1689							

102. **BANKING ELECTRONIC TRANSFER COORDINATOR**

Compiles and reconciles data involving electronic transfer of funds to maintain accounting records. Examines electronic funds transaction for completeness and accuracy, obtains information needed to reconcile differences, and identifies and corrects errors. Transmits and receives funds transfer messages to or from other banks and Federal Reserve Bank.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1137							

103. **BANKING FOREIGN EXCHANGE CLERK**

Keeps records of bank's funds on deposit (position) in foreign Banks that may involve bank's balances on deposit in foreign banks, outstanding (future) purchase and sales contracts, and undelivered items. Lists totals in holdover register and posts net balances to daily position reports to determine new position. Checks records to determine when balances need replenishing. Computes net balances and informs trading personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2049							

104. **BANKING INSTALLMENT LOAN CLERK**

Processes applications of individuals applying for loans. Ensures effective and efficient administration of installment loan by the timely and accurate processing of all documents and entries, in accordance with regulatory compliance.Assembles loan documents, handles paperwork associated with loans, and ensures all information is complete and verified. Assists in preparation of loan documents, financial statement, and loan analysis. Avoids possible loss by ensuring all loans are processed within the policies and processes established by the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2020							

105. **BANKING LOAN CLERK**

Processes applications of individuals applying for loans and credit. Asks applicant questions to obtain personal and financial data and fills out application. Checks credit history and gets information needed to determine creditworthiness of loan.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2011							

106. **BANKING LOAN CLOSER**

Prepares papers and assembles documents to close loans for borrowers. Forwards applications for loans, construction plans, and credit ratings to loan company for approval. Receives approval of company and orders preliminary title reports and covenants. Draws up closing papers showing financial transactions, conditions, and restrictions upon which sale is based.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2012							

107. **BANKING LOAN COLLECTOR**

Receives installments or past due accounts, damage claims, or non-payable checks from customers. Locates and attempts to persuade customer to pay amount due or arranges for payment at later date via phone, mail, or visits.Accommodates for loan extensions and modifications and arranges pay schedules.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1380							

108. **BANKING LOAN INTERVIEWER**

108. **BANKING LOAN INTERVIEWER**

Interviews loan applicants to elicit information, prepares loan request papers, verifies credit and bank references, and informs applicants whether loan requests have been approved or rejected.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2014							

109. **BANKING LOAN PROCESSOR**

Performs clerical and administrative support activities related to obtaining loans for borrowers. Prepares papers and assembles documents to obtain loans for borrowers. Forwards applications for loans, construction plans, credit ratings, and other related documents to loan company for approval. Draws up closing papers. Records deeds with title company and municipal authorities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2016							

110. **BANKING MORTGAGE CLERK**

Performs a variety of clerical and administrative support activities related to mortgage loans, and utilizes related computer systems and software. Examines documents such as deeds, assignments, and mortgages, to ensure compliance with escrow instructions, institution policy, and legal requirements. Answers customer questions regarding mortgage account and corrects records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2019							

111. **BANKING PROOF MACHINE OPERATOR**

Operates equipment to encode, add, cancel, scan, photocopy, and sort checks, payments, drafts, and money orders, and to prove records of transactions. Balances and reconciles daily deposits, and prepare items for batch processing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1967							

112. **BANKING RESERVES CLERK**

Compiles, checks, and keeps records of fund reserves of bank and branches to ensure conformity with Federal Reserve requirements. Ensures branches follow established procedure and meet with bank limitations and requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1280							

113. **BANKING SAFE DEPOSIT CLERK**

Rents safe-deposit boxes to bank customers. Asks customers questions to obtain information necessary to open account. Prepares rental contract and gets customer signature. Issues safe-deposit box key to customer. Admits customers to safe-deposit vault. Maintains safe-deposit records, such as signature cards, rental contract, and other related records. Collects initial rental fee from customer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2052							

114. **BANKING SAVINGS TELLER**

Receives and pays out money, and keeps records of money and negotiable instruments involved in various banking and other financial transactions. Accepts checks and cash for deposit, veri verifies amounts, and examines checks for endorsements. Enters deposits in depositors' passbooks or issues receipts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2075							

115. **BANKING SKIP TRACER**

Traces skips (debtors who change residence without notifying creditors to evade payment of bills) for creditors or other concerned parties. Searches city, telephone, and street listings, inquires at post office, and checks electronic records and other sources. Interviews, telephones, or writes former neighbors, stores, friends, relatives, and former employers to elicit information pertaining to whereabouts of skips.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1381							

116. **BANKING STATEMENT CLERK**

Responsible for distribution of statements to customers, and reconciles discrepancies in records and accounts. Responsible for matching of cancelled checks with account statements where cancelled checks are returned to customer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2189							

117. **BANKING TELLER LOAN**

Accepts payments on loans and maintains custody of securities. Accepts cash or checks and issues receipts. Ascertains principal, interest, and discounts, and posts entries to computer records and payment books. Prepares loan forms and documents, such as notes, contracts, and loan renewals.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2018							

118. **BANKING TELLER RECEIVING**

Receives checks and cash for deposit, verifies amounts, and examines checks for endorsements. Enters customers' transactions into computer to record and issues receipt.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2074							

119. **BANKING TELLER VAULT**

Fills orders for currency and coins for ATM machines, financial institutions, or other businesses. Counts and records cash deposits in vault. Counts currency, coins, and checks received for deposit in vault by hand and using currency-counting machine. Totals currency and checks to verify amount on deposit slip or other form. Records deposit in account record. Balances transactions for day and records results.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7583							

120. **BANKING TRUST OPERATIONS ASSISTANT**

Performs complex clerical and administrative support activities in a trust department. Opens and closes trust accounts; arranges transfer of trust assets; updates trust account records; pays bills, dividends, and interest; and performs clerical duties in personal or corporate trust department. Job know-how usually involves one to two years of directly related study, training, and/or experience.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2046							

121. **BANKING WIRE TRANSFER CLERK**

Transfers funds or securities and records funds or securities transferred and disposition. Maintains records of wire/electronic transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2060							

122. **BUILDING MAINTENANCE WORKER**

Repairs and keeps physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions, maintained using hand tools and power tools.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4116							

123. **CREDIT CORRESPONDENT**

Conveys information to customers, formulating response and replying to customers or other interested parties regarding such items as credit information, delinquent accounts, incorrect billing, and other credit related matters. Reads incoming correspondence and gathers data to formulate reply. Checks credit history and other related records to determine appropriate response. Records promises on account and schedules follow-up.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1923							

124. **CREDIT INFORMATION CLERK**

Compiles credit information, such as status of credit accounts, personal references, and bank accounts to fulfill subscribers' requests. Completes report to update information for credit record on file, or for computer input. Relays requested information or submits data obtained to subscriber.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2043							

125. **CREDIT INVESTIGATOR**

Investigates various aspects related to credit or representatives of business or government to gather facts relating to applications. Observes conditions to verify facts for such activities as revenue collection, employment practices, or fraudulent benefit claims. Examines business, personal, or public records and documents to establish facts and authenticity of data. Checks into character of applicant.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
16503							

126. **LEGAL SECRETARY**

Assists attorneys by performing secretarial work of a complex nature, which includes typing and handling papers and correspondence of legal nature, such as contracts, briefs, warrants, summonses, complaints, indictments, motions, subpoenas, and papers for filing and serving. Composes and prepares routine correspondence. Proofreads legal documents. Arranges appointments and meetings. Remains knowledgeable of current legal procedures and terminology.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1906							

127. **MARGIN CLERK**

Monitors computer reports indicating problems or errors in customers' margin accounts. Checks and keeps accuracy of customer margin (equity) accounts records of stock purchased. Totals Totalscustomer accounts and computes difference between purchase price of stock and present market value to show amount due for brokerage fees.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1279							

128. **PAYROLL CLERK**

Compiles payroll data, such as hours worked, sales or piecework, taxes, insurance, union dues to be withheld, and employee identification number, from time sheets and other records. Screens time-worked inputs for calculating, coding, or other errors. Performs action necessary to determine pay and deductions including Federal and State taxes, insurance, retirement, union dues, savings, and other deductions. Monitors computer reports alerting payroll clerk to problems or errors. Prepares computer input forms and enters data into computer files. Reconciles errors and maintain payroll records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4062							

129. **PROOF MACHINE OPERATOR**

Operates equipment to encode, add, cancel, scan, photocopy, and sort checks, payments, drafts, and money orders, and to prove records of transactions. Balances and reconciles daily deposits, and prepare items for batch processing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
66085							

130. **RECEPTIONIST**

Greets and receives callers or visitors at establishment, and ascertains nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4075							

131. **SAFE & VAULT SERVICE MECHANIC**

Repairs and installs safes and vault doors in banks and other establishments. Follows blueprints to install vault doors and deposit boxes in banks, using equipment, such as powered drills, taps and dies, and truck crane and dolly.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2054							
2054							

132. **SECURITIES CLERK**

Computes and records data on security transactions, such as purchases, sales, conversions, and redemptions. Prepares transmittal or endorsements for securities sold to ensure payment, transfer, and delivery.Issues vault withdrawal orders at customer request. Composes letters to customers to answer inquiries on security transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE

1283							

133. **SECURITY GUARD**

Guards industrial or commercial property against fire, theft, vandalism, and illegal entry. Patrols, periodically, buildings and grounds of industrial plant or commercial establishment, docks, or work site. Examines doors, windows, and gates to determine that they are secure. Preserves order and enforces security regulations. Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels culprits. Inspects equipment and machinery to ascertain if tampering has occurred. Watches for and reports conditions that could result in injury or loss due to fire hazards, leaking pipes, spills, faulty equipment, etc. Checks personnel for proper identification and clearance. Permits authorized people to enter property. Checks incoming and outgoing packages. Observes departing personnel to guard against theft of company property.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4111							

134. **STOCK TRANSFER CLERK**

Inputs information, such as type and amount of securities that client wishes to purchase or sell, into computer terminal. Checks client instructions for transfer of securities. Examines securities certificates to verify that information is correct prior to transfer. Monitors computer reports alerting clerk to problems or errors in customers' accounts. Records transfer of securities and corrects problems related to transfer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
117							

135. **VAULT WORKER**

Keeps records of, sorts, and routes sealed money bags received at and dispatched from vault of armored car firm. Receives bags and signs routing slip to acknowledge receipt. Sorts bags according to delivery routes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2062							

Job Title Overflow Addendum

If you ran out of room and wish to add more positions or you do not see a job title for which you have a position, please enter it here. If you are adding a position that already exists in the pre-printed list, please enter the corresponding job number from that entry.

JOB#	JOB TITLE	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE