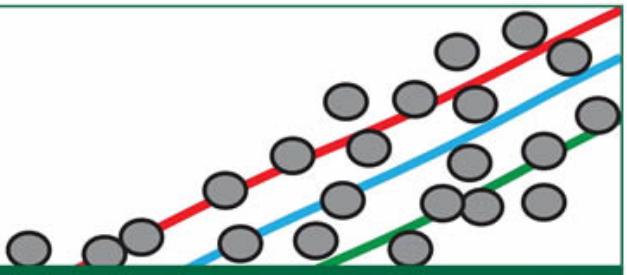

Publications and Media Salary Survey

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 2700) (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. **CHIEF OPERATING OFFICER**

Heads, plans, oversees, and coordinates the entire operation of an organization toward the achievement of established operating objectives. Collaborates in the planning and formulation of organization policies and practices. Oversees the design, operation, and improvement of the system that creates and delivers the organization's products or services. Oversees and adjusts organization's processes and operations as necessary to ensure efficient and effective execution of policies and procedures. This position is nearly always the second highest paid position in the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2							

6. **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							

7. **TOP ADVERTISING OFFICER**

Plans, coordinates, and advises all organization divisions as to means of obtaining maximum advertising effectiveness in creating consumer demand. Aids marketing personnel in all divisions in developing marketing plans, and in the creation of advertising themes, development of programs, and selection of media.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
352							

8. **TOP CIRCULATION OFFICER**

Directs , plans, and oversees activities and personnel engaged in the sale and distribution of newspapers, books, and periodicals, including subscription sales and newsstand distribution. Hea Headsstaffing, training, and performance evaluations to develop and control sales and distribution program. Establishes geographical areas of responsibility for subordinates to coordinate sales and distribution activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1979							

9. **TOP EDITORIAL OFFICER**

Directs and oversees activities and personnel engaged in selecting, gathering, and editing news and news photographs for one or more specialized news departments of newspaper. Collects Collectsand analyzes information about newsworthy events to write news stories for publication or broadcast. Evaluates news leads and news tips to develop story idea.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1917							

10. **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							

Middle Management Positions

11. **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							

12. **ADVERTISING ACCOUNT EXECUTIVE**

Directs, promotes, develops, and coordinates advertising campaign for clients of advertising agency. Confers with client to determine advertising requirements and budgetary limitations, utilizing knowledge of product or service to be advertised, media capabilities, and audience characteristics. Confers with agency artists, copywriters, photographers, and other media-production specialists to select media to be used and to estimate costs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
10196							

13. **ADVERTISING DIRECTOR**

Directs, plans, and executes advertising policies of organization, and oversees workers in advertising department engaged in developing and producing advertisements. Develops or directs the creation of media to further the goals of the organization. Confers with department heads to discuss possible new accounts and to outline new policies or sales promotion campaigns. Confers with officials of newspapers, radio, and television stations, billboard advertisers, and advertising agencies to negotiate advertising contracts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
14							

14. **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							

15. **ART DIRECTOR**

Directs, oversees, and is responsible for the overall quality of creative products. Coordinates the activities of various internal creative departments and external artistic contributors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5329							

16. **ART MANAGER**

Manages and coordinates workers engaged in the conceptual development and execution of creative deliverables in such areas as websites, direct mail, magazines, books, newspapers, television ads, posters, and packaging. Researches in order to select and secure suitable illustrative material, or develops and assigns production of material and detail to artists and photographers. Directs staff members in the development of design concepts into art layouts in preparation for printing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2547							

17. **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							

18. **CIRCULATION MANAGER**

Manages sale and distribution of newspapers, books, and periodicals, including subscription sales and newsstand distribution. Coordinates with publisher to ensure long-range circulation plan is in accordance with the publication's targeted audience.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1988							

19. **CUSTOMER SERVICE MANAGER**

Manages by directing and coordinating subordinate customer service staff in connection with any product or service offered. Manages workers who investigate complaints, such as those concerning rates or service. Analyzes reports of findings and recommends response to complaints, considering nature and complexity of complaints, requirements, and actions of subordinates to ensure settlements are made correctly. Studies schedules and estimates time, cost, and labor estimates for services, and/or completion of job assignments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
91							

20. **EDITOR-IN-CHIEF NEWSPAPER**

Directs operation and devises editorial policy of newspaper. Confers with editorial policy committee and heads of production, advertising, and circulation departments to develop editorial and operating procedures and negotiate decisions affecting publication. Appoints editorial heads and supervises work of their departments in accordance with newspaper policy. Writes leading or policy editorials or notifies editorial department head of position to be taken on specific public issues. Oversees the editorial department heads.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5300							

21. **EMPLOYMENT MANAGER**

Manages employment activities of establishment. Plans and directs activities of staff workers concerned with such functions as developing sources of qualified applicants, conducting screening interviews, administering tests, checking references and background, evaluating applicants' qualifications, and arranging for preliminary indoctrination and training for newly hired employees according to policy.Coordinates employment activities, such as those concerned with preparing job requisitions; interviewing, selecting, and hiring candidates; on-the-job indoctrination and additional training; supervisory follow-up, development, and rating of employees; and conducting exit interviews.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1819							

22. **HUMAN RESOURCES DIRECTOR**

Directs, organizes, plans, and develops the implementation and administration of human resources functions and carries out policies and procedures relating to all phases of human resources activities.Oversees activities relating to personnel rules and regulations, staffing, employee education and training, management development, labor relations, affirmative action, workers compensation administration, benefits administration, and salary administration.

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

65960							

23. **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							

24. **IT DIRECTOR**

Directs, plans, and schedules the development, production, and administrative processing of the organization's computer operations. Assigns and schedules work, or delegates work to subordinate managers and supervisors, and reviews work. Ensures rapid, accurate, and efficient processing of corporation's workload by use of a computer-based system. Builds systems capability that reflects the highest state of technical sophistication consistent with the corporation's needs and budget. Ensures security of company's database. Recommends insights that contribute to overall company strategic management. Ensures corporation makes maximum use of the general system by providing for the education and training of the principal users.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220246							

25. **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							

26. **MEDIA MANAGER**

Manages, plans, and administers media programs in advertising department. Confers with representatives of advertising agencies, product managers, and corporate advertising staff to establish media goals, objectives, and strategies within corporate advertising budget.Selects specific programs and negotiates advertising, conferring with advertising agents or media representatives, to ensure optimum use of budgeted funds and long-term contracts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
363							

27. **MEDIA MARKETING DIRECTOR**

Directs, plans, and administers media programs in advertising department. Confers with representatives of advertising agencies, product managers, and corporate advertising staff to establish media goals, objectives, and strategies within corporate advertising budget.Selects specific programs and negotiates advertising to ensure optimum use of budgeted funds and long-term contracts, upon conferring with advertising agents or media representatives.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220152							

28. **MEDIA SUPERVISOR**

Supervises media programs in advertising department. Confers with representatives of advertising agencies, product managers, and corporate advertising staff to establish media goals, objectives, and strategies within corporate advertising budget.Negotiates advertising with advertising agents or media representatives to select specific programs to ensure optimum use of budgeted funds and long-term contracts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
364							

29. **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							

30. **PRODUCT OR BRAND SALES MANAGER**

Manages, plans, designs, develops, and implements organization's marketing plan for assigned product by establishing effective selling strategies. Provides territory analysis of competition and potential to Sales and Marketing management.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
266							

31. **PRODUCTION MANAGER MEDIA**

Coordinates work of various departments to produce radio or television programs and commercial announcements

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5534							

32. **PUBLICATIONS EDITOR**

Formulates policy; plans, coordinates, and directs editorial activities; and supervises workers who assist in selecting and preparing material for publication in magazines, trade journals, house organs, and related publications. Determines theme of issue and gathers related material. Writes or assigns staff members or freelance writers to write articles, reports, editorials, reviews, and other material. Reads and evaluates material submitted for publication consideration. Secures graphic material from picture sources and assigns artists and photographers to produce pictures and illustrations. Assigns staff member, or personally interviews individuals and attends gatherings, to obtain items for publication, verify facts, and clarify information. Assigns research and other editorial duties to assistants. To carry out responsibilities at this level requires a four-year degree.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1924							

33. **TECHNICAL EDITOR**

Refines work of writers, and heads and coordinates activities of writers engaged in preparing technical, scientific, medical, or other material for publication in conjunction with or independent from manufacturing, research, and related activities. Assigns staff writer or contracts with specialist in subject area to produce draft of manuscript. Oversees staff writers and delineates standard procedures for gathering data and writing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
743							

34. **TECHNICAL PUBLICATIONS MANAGER**

Manages and coordinates activities of workers engaged in preparation and layout of a technical publication and assures the quality and timely delivery of required material. Studies materials to determine the most effective form of presentation and number and type of illustrations required, in accordance with specifications and accepted standards of composition, limitations of equipment, and available funds.Oversees activities of various media types that may include desktop publishing, documentation manuals and software, electronic publishing, illustrations, marketing materials and activities, repair guides and manuals, sales materials, software presentations, translations, users manuals, and related materials.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1989							

35. **WAREHOUSE MANAGER**

Manages and coordinates storage and distribution activities of the company to ensure maximum utilization of facilities. Administers operational procedures for activities, such as verification of incoming and outgoing shipments, handling and disposition of materials, and keeping warehouse inventory current. Assures products, parts, or supplies are shipped, distributed, or received in an efficient manner. Evaluates physical condition of warehouse and equipment and prepares work order for repairs and requisitions for replacement of equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
227							

Supervisory Positions

36. **ADVERTISING PRODUCTION SUPERVISOR**

Supervises workers engaged in pasting-up advertising layouts in art department or studio. Develops the subject matter and presentation of advertising. Coordinates activities of design, illustration, photography, paste-up, and computer-based design personnel to prepare advertisements for publication.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107352							

37. **BINDERY FOREMAN**

Leads and participates in activities of bindery workers who tend paper working machines, such as corner cutter, embosser, scorer, stitcher, taper, gluer, punch press, and plastic index tab machine to fabricate office supplies, such as file folders, file dividers, index cards, and three-ring binders, from paper or paperboard stock.

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

1992							

38. **CIRCULATION SUPERVISOR**

Supervises sale and distribution of newspapers, books, and periodicals. Directs staffing, training, and performance evaluations to develop and control sales and distribution program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1991							

39. **DEPARTMENT EDITOR**

Supervises personnel engaged in selecting, gathering, and editing news and news photographs for one or more specialized news departments of newspaper. Assigns stories to reporters and photographers, edits content, and writes headlines and photo captions. Collaborates with managers of other departments, such as city and sports editors, to coordinate coverage and decide on placement for stories.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1925							

40. **MAINTENANCE SUPERVISOR**

Supervises and coordinates activities of skilled trades workers engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds. Develops work schedules and gives work assignments to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7612							

41. **PRESS ROOM SUPERVISOR**

Supervises and coordinates activities of workers engaged in making ready, operating, and feeding various types of presses used to print newspapers, magazines, books, and other printed matter. Establishes or adjusts work procedures to meet schedules. Oversees press operations and examines printed material to verify conformance with work order specifications. Examines multicolor printed material, using precision instruments, to detect imperfect color tone registration.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107891							

42. **PRINT SHOP FOREMAN**

Coordinates and oversees activities of workers engaged in laying out copy, setting type, operating presses, and assembling and stitching pamphlets, leaflets, and books.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
609							

43. **PRINTING SUPERVISOR**

Supervises and coordinates activities of workers engaged in printing activities. Establishes or adjusts work procedures to meet schedules. Interprets company policies to workers and administers safety regulations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
603							

Professional Positions

44. **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							

45. **BENEFITS ANALYST**

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
4008							

46. **BUYER/PURCHASING AGENT**

Procures materials or other goods and/or coordinates activities involved with purchasing products and services, such as raw materials, equipment, tools, parts, supplies, and advertising, for establishment. Receives and reviews requisitions requesting goods or services. Communicates with vendors to obtain product or service information, such as price, availability, and delivery schedule. Selects products for purchase by testing, observing, or examining items. Expedites orders and requests as needed. Responsibilities are those of a professional level and excluded are paraprofessional buyers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4012							

47. **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							

48. **CONTRACT ADMINISTRATOR**

Administers activities concerned with contracts for purchase or sale of equipment, materials, products, or services. Negotiates contract with customer or bidder. Examines performance requirements, delivery schedules, and estimates of costs of material, equipment, and production to ensure completeness and accuracy. Reviews bids from other firms for conformity to contract requirements and determines acceptable bids.Provides bids, process specifications, test and progress reports, and other exhibits that may be required.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1297							

49. **COPY EDITOR**

Edits, checks, and prepares written material for publication, performing a variety of duties. Reads copy to detect errors in spelling, punctuation, and syntax. Verifies facts, dates, and statistics using standard reference sources. Rewrites or modifies copy to conform to publication's style and editorial policy, and marks copy for typesetter using standard symbols to indicate how type should be set.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1937							

50. **COPYWRITER**

Composes advertising copy for use by publication or broadcast media to promote sale of products and services. Converses with sales, marketing, and other departments to decide the main selling features of product or service and discusses style and length of advertising copy. Gets additional background and current development information through research and interviews. Checks advertising trends, consumer surveys, and other data regarding marketing of specific and related goods and services to formulate presentation approach. Writes preliminary draft of copy and sends to supervisor for approval. Corrects and revises copy as necessary.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5293							

51. **DIGITAL ARCHIVIST**

Secures, records, preserves, and keeps documents and records maintained that have historical or important significance for individuals or organizations such as museums, libraries, government agencies, foundations, or corporations. Discusses archive needs with managers and locates original materials produced in a variety of formats, including files, books, papers, maps, photographs, documents, prints, recordings, films, and computer-generated records. Converts and preserves materials in a digital format for long-term storage and preservation.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6085							

52. **EDITORIAL WRITER**

Writes comments on topics of reader interest to stimulate or mold public opinion, in accordance with viewpoints and policies of publication. Conceives assigned or unassigned articles from knowledge of topic and editorial position of publication, supplemented by additional study and research. Presents copy and confers with editor for approval.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1938							

53. **GRAPHIC DESIGNER**

53. **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							

54. **HUMAN RESOURCES GENERALIST**

Assesses personnel policies, programs, and procedures, and informs employee and management personnel on the interpretation of them. Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220316							

55. **ILLUSTRATOR**

Specifies graphic material and lettering to be used for title, background, screen advertising, commercial logo, or other visual layouts for Internet websites, printed materials, motion picture production, television, or other media.Conceives and designs illustrations for use by various media to explain or adorn printed or spoken word, using current graphic design technology. Studies layouts, sketches of proposed illustrations, and related materials to become familiar with assignment. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or receives specific instructions regarding these variables. Formulates concept and renders illustration and detail from models, sketches, memory, and imagination.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1977							

56. **MEDICAL WRITER**

Researches, writes, and edits clinical and statistical reports and study protocols.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9309							

57. **NETWORK ENGINEER**

Provides analytical, technical, and administrative support in the planning, design, and installation of new and existing Cisco voice and data communication systems and services. Plans, oversees, develops, and implements network policies and procedures and ensures network integrity as maintenance and modification projects to existing applications are undertaken.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5941							

58. **PROCUREMENT ANALYST**

Plans and coordinates supplier qualification process, development, and execution of request for proposal (RFP) or request for quotation (RFQ), bid analysis, supplier selection, contract development, and negotiation.Researches and analyzes competitive market and interviews vendors, searching for the best price along with availability and quality of materials, equipment, property, or services that the company needs to function. Builds relationships with external vendors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5079							

59. **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							

60. **PUBLIC RELATIONS REPRESENTATIVE**

Plans and organizes public relations program designed to create and maintain favorable public image for employer or client. Plans and oversees development and communication of information designed to keep the public informed of employer's programs, accomplishments, or point of view. Coordinates public relations efforts in order to meet needs, objectives, and policies of individual, special interest group, business concern, nonprofit organization, or governmental agency. Represents organization as in-house staff member or serves as an outside consultant.

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

2560							

61. **TRANSLATOR**

Translates documents and other material from one language to another. Discerns and rewrites material in specified language or languages, upon reading it; abides by established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2636							

62. **UNIX ADMINISTRATOR**

Administers and provides overall support and maintenance of operating systems and network connectivity for all UNIX systems. Evaluates system performance on a daily basis to ensure adequate response times for production applications. Establishes and documents procedures to ensure data integrity including system fail-over and backup/recovery.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1886							

63. **USER SUPPORT ANALYST**

Analyzes problems and provides technical assistance, support, and advice to end users for hardware, software, and systems. Studies and resolves computer software and hardware problems of users. Acts as a contact for users having problems using computer software, hardware, and operating systems. Determines whether problem is caused by hardware, software, or system. Answers questions, applying knowledge of computer software, hardware, systems, and procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5060							

64. **WEB ADMINISTRATOR**

Administers and oversees daily operation of internal or external websites, ensuring system is available for internet traffic. Resolves any encountered problems. Evaluates, develops, and maintains file servers and related systems, and monitors the usage of them. Manages security, system performance, and system backup. Requires knowledge of operating systems and server software.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7641							

65. **WEBMASTER**

Administers all technical aspects of website, including performance issues, such as speed of access, and approving site content; may also have responsibilities for site design and creation. Develops, runs tests, revises, maintains, keeps records of, and controls content, look, and flow of websites. Utilizes knowledge of programming techniques and computer internet systems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1877							

Sales Positions

66. **ADVERTISING AGENT**

Plans advertising programs to promote the sale of a company's products or services. Creates advertisements that are presented to the public through a variety of media, such as television, newspapers, billboards, direct mail pieces, and the Internet, to generate sales for the client.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
8501							

67. **ADVERTISING SALES REPRESENTATIVE**

Sells classified and display advertising space for publication. Calls upon potential customers to point out advantages of publication and shows prepared mock-ups with mats and copy with headings.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
288							

68. **BUSINESS DEVELOPMENT REPRESENTATIVE**

Maintains records and plugs the organization's products to brokers, third party administrators, self-funded employers, and Human Resources Department, supporting business development. Keeps the Business Development databases that include proposals, budgets, project costs and analyses, letters, mailings, and contracts. Produces monthly management reports and supports client service and marketing activities. Assists with business development activities by working with the contracting and marketing of such activities to existing and potential clients.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9344							

69. **CIRCULATION SALES REPRESENTATIVE**

Arranges for and solicits sale and distribution of newspapers in areas served by franchised wholesale distributors. Surveys urban and suburban areas to determine newspaper sales potential;uses statistical tables, and proposes new outlets and locations for newsstands, street-sale racks, and carrier routes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5728							

70. **CLASSIFIED ADVERTISING SALES REPRESENTATIVE**

Sells classified advertisements for newspapers or magazines to new or existing customers in assigned area or territory. Develops prospect list and new accounts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5773							

71. **COMMERCIAL PRINTING SALES REPRESENTATIVE**

Sells commercial printing services to new or existing customers in assigned area or territory. Creates prospect list and gets new accounts. Calls on and interacts directly with potential, new, and existing customers or clients, such as book, magazine, newspaper, and card publication companies, and numerous other businesses and organizations, to present information and explain available services offered, utilizing persuasive sales techniques.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5778							

72. **INSIDE SALES REPRESENTATIVE**

Sells company products by either inbound or outbound telephone calls. Generates revenue by promoting sales of new and existing products.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
312							

73. **MEDIA SALES CONSULTANT**

Consults with clients to ascertain and define needs, and sells a range of business advertising solutions to clients within a designated territory. Establishes and maintains new accounts. Reviews, manages, and grows existing account base.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5730							

74. **NEWSPAPER DELIVERY DRIVER**

Drives truck or automobile over prescribed route to deliver newspapers to wholesale or retail newspaper dealers, or to bus, airline, or other transportation providers for shipment. Loads newspapers onto vehicle.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1986							

75. **PRINTING SERVICES SALES REPRESENTATIVE**

Sells printing services, such as color and large format printing, copies, digital printing, finishing and binding, kitting and assembly, offset printing, and variable data printing, to new or existing customers in assigned area or territory.Creates prospect list and gets new accounts. Calls on and interacts directly with potential, new, and existing customers or clients to present information and explain available services offered, utilizing persuasive sales techniques.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5742							

76. **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							

77. **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							

78. **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							

79. **FIELD SERVICE TECHNICIAN**

Installs and repairs electrical or electronic equipment, such as computers, robot controllers, end of arm tools, conveyors, and parts orienters, and performs on-site post-installation repair, calibration, and maintenance as scheduled or required, applying knowledge of electronics, electrical circuits, mechanics, pneumatics, hydraulics, and programming. Checks work orders and related manuals, blueprints, and schematic diagrams to determine tasks to be performed and tools, equipment, and parts needed for installation of repair assignment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1036							

80. **MAP EDITOR**

Develops and confirms map contents, accuracy, and completeness of topographical maps from aerial photographs and specifications. Utilizes well-developed drafting and mapping skills, and knowledge of computer-assisted drafting (CAD) equipment and software.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1926							

81. **NEWS GATHERING TECHNICIAN**

Locates news events and prepares and controls field transmission equipment to record or transmit news events to television station. Requires license issued by Federal Communications Commission.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
752							

82. **NEWS LIBRARIAN**

Manages information resources library stored in files, on tape, microfilm, disk, or in computers for use by news and editorial staff in publishing establishments, such as newspaper and magazine publishers, and in broadcasting establishments, such as radio and television stations. Directs activities of workers engaged in clipping, classifying, cataloging, indexing, storing, editing, and retrieving library information, or performs these activities as needed. Researches, retrieves, and disseminates information in resource library or commercial databases in response to requests from news or editorial staff, using knowledge of classification system or computer database.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1983							

83. **PRINTING ESTIMATOR**

Estimates labor and material costs of printing and/or binding pamphlets, periodicals, books, and other printed matter based on job specifications. Prepares timely, accurate, and detailed cost estimates for printing jobs by determining the most economical method of manufacturing while considering production capacity of personnel and equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
257							

84. **REPORTER**

Assembles and assesses information about newsworthy events to write news stories for publication or broadcast. Receives assignment or evaluates news leads and news tips to develop story idea. Compiles and verifies factual information regarding story through interview, observation, and research. Organizes material, determines slant or emphasis, and writes story according to prescribed editorial style and format standards.

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

1980							

85. **RIGHTS AND PERMISSIONS AGENT**

Secures rights and permissions to use copyrighted, trademarked, and patented material, including musical, literary, and artistic works; discoveries and inventions; and words, phrases, text images, symbols, and designs. Contacts the appropriate person or organization who owns the rights to the material desired, requests the rights for use per the requirements of the person or organization, and gets license and pays fee if necessary.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6076							

86. **SECRETARY DEPARTMENT**

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
220330							

87. **TECHNICAL ILLUSTRATOR**

Creates, lays out, and draws technical illustrations for reproduction in reference works. Prepares drawings from blueprints, designs, mockups, photo prints, and other sources by methods and techniques suited to specified reproduction process or final use, such as blueprint, photo-offset, and projection transparencies, using drafting, optical equipment, and digital computer formats.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
741							

88. **TECHNICAL WRITER**

Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance. Acquires assignments from supervisor.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
751							

Field, Shop, Services & Clerical Positions

89. **ACCOUNT INFORMATION CLERK**

Maintains customer accounting records. Prepares and enters charges and payments to customers' accounts for losses, additional deposits, and special and irregular charges. Investigates incorrect billings on customers' accounts and prepares instructions for correction. Creates reports on results of investigations. Compiles information requested by customer and others pertaining to customer accounts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
261							

90. **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							

91. **ASSISTANT PRESS OPERATOR**

Assists Offset Press Technicians--prepares, operates, and keeps sheet-fed or web offset printing press maintained by inserting packing sheets on plate cylinder to build up plate to printing height, fastening reinforcing bars to offset blankets, and installing plates and blankets on press cylinders, using hand tools and power tools, to achieve pressure required for printing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
623							

92. **BILLING CLERK**

Compiles records of charges for services rendered or goods sold. Calculates and records amount of these services and goods, and prepares invoices to be sent to customers or insurance providers. Applies applicable discounts, special rates, or credit terms.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1321							

93. **BINDERY HELPER**

Binds books, periodicals, and pamphlets, and assembles related printed materials in accordance with work order specifications. Tends various machines and equipment and performs a combination of simple standard tasks involved. Setup on nonstandard work is made by higher level workers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1999							

94. **BINDERY OPERATOR**

Operates and prepares one or more machines, and performs a variety of duties involved in binding books, magazines, pamphlets, directories, and catalogs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1997							

95. **BRAILLE OPERATOR**

Operates equipment similar to a word processor to impress dots for making Braille books and other Braille reading material. Uses required knowledge of literary Braille, formatting, graphics, Braille production, and higher-level Braille code skills such as Nemeth (math) and foreign language codes. Requires certification by National Library Service.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1972							

96. **BRAILLE PROOFREADER**

Proofreads English, math, and other materials. Verifies proof copy of Braille transcription against original script, such as pamphlet, book, or newspaper, to detect grammatical, typographical, or compositional errors and marks proof for correction. Requires certificate from the Library of Congress and/or a Nemeth Certification.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1973							

97. **COLLATOR OPERATOR**

Operates and prepares collating machine to perform functions such as assembling and perforating, stapling, gluing, folding, or cutting sheets of paper, forms, or signatures in specified sequence to form sets, following job specifications.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2068							

98. **COLOR PRINTER OPERATOR**

Operates equipment to produce color prints from negatives, paper, or digital images. Reads customer instructions to determine processing requirement.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
448							
448							

99. **COMMUNICATIONS TECHNICIAN**

Repairs electronic equipment, such as computers, industrial controls, audio and video systems, radar systems, telemetering and missile control systems, transmitters, antennas, and servomechanisms, following blueprints and manufacturers' specifications, and using hand tools and test instruments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
45832							

100. **COMPOSITOR**

Positions type by hand and machine, and assembles type and cuts in a galley, for printing articles, headings, and other printed matter. Ascertains type size, style, and compositional pattern from work order.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1919							
1919							

101. **CUSTOMER SERVICE CLERK**

Assists customers with selection and purchase or rental of items, such as cars, clothing, jewelry, hardware, etc., in service and retail establishments, such as department stores, rental companies, banks, insurance offices, and other service or retail industries. Helps with special services, such as gift wrapping, engraving, sales, returns, and taking payments. Takes orders for such items as decorated cakes, cut flowers, personalized greeting cards and stationery, and merchandise rentals and repairs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6105							

102. **CUSTOMER SERVICE REPRESENTATIVE (GENERAL CALLS)**

Interacts with customers; gives information in response to inquires about accounts, products, and services. Takes care of and settles customer complaints, special orders, or returns in-store or via phone or mail. Answers customers' questions regarding product or service and operation or maintenance. Receives and processes orders, provides information concerning pricing, changes in service, discontinuance, and shipping. Nature of products and services is at a level of complexity that usually involves up to two years of directly related study, training, and/or experience to acquire job know-how. For Financial Representative, see Customer Service Representative Financial.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
101							

103. **CUSTOMER SERVICES COORDINATOR PRINTING**

Leads production of printed materials or printing services with customers' requirements. Talks with customers throughout production to keep them informed of status of job, to solicit and resolve inquiries and complaints, to obtain approval of materials, such as artwork, color separations, ink samples, and proofs, and to procure information and materials needed by establishment personnel to process order.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
95							

104. **DESKTOP PUBLISHER**

Lays out pages, selects size and style of type, and enters text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1929							

105. **DUPLICATING MACHINE OPERATOR**

Operates offset and duplicating/copying equipment or off-line equipment such as bursters, collators, sorters, reproducers, and interpreters. Duplicates/copies directly from master copy or electronic files. Cleans and performs minor equipment maintenance.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1656							

106. **ELECTRONIC MASKING OPERATOR**

Operates computerized masking system to produce stripping masks used in production of offset lithographic printing plates. Positions artist's layout on digitizing table of electronic masking system to prepare for data entry in system memory. Examines layout sheet to determine shapes of windows drawn on layout sheet.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1138							
1138							

107. **ENGRAVING PRESS OPERATOR**

Operates and prepares press to engrave decorative designs or lettering on announcements, greeting and business cards, letterheads, and related items, following operating procedures outlined on job order.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2227							

108. **EXPEDITER**

Contacts vendors and shippers to check status of orders and ensure that merchandise, supplies, and equipment are forwarded on specified shipping dates. Contacts vendors by mail, e-mail, phone, or visit to verify or confirm shipment of goods on specified dates. Communicates with transportation company to preclude delays in transit, puts tracers on shipment in cases of en route delays, and may arrange for distribution of materials upon arrival.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
240							

109. **FILM DEVELOPER**

Operates machine to develop still or motion-picture film.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1950							

110. **FILM OR TAPE LIBRARIAN**

Classifies, catalogs, and keeps a library of a wide variety of audio and video items maintained, items such as digital forms of videos, CD-ROMS, photographic slides, video and audio tapes, motion picture films, and others.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2741							

111. **FOLDING MACHINE OPERATOR**

Operates mail folding equipment, under supervision, in addition to routine office equipment. Sorts and folds all advertising literature, forms, letters, or other paper sheets using machines that fold. Uses knowledge of proper machine operation on a variety of related machines. Reads and understands written and oral instructions. Organizes tasks and time to ensure timely completion of all projects.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
367							

112. **HEAVY-DUTY PRESS OPERATOR**

Prepares and operates heavy-duty power press to bend, form, stretch, and straighten metal plates, metal extrusions, formed sheet metal, structural shapes, forgings, and weldments as specified by blueprints, layout, and templates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
624							

113. **HUMORIST**

Writes humorous material for publication or performance. Selects topic according to personal preference or assignment. Rewrites and modifies material until it meets personal standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2101							

114. **INSERTING MACHINE OPERATOR**

Operates, under supervision, machines that insert printed matter, such as letters or booklets into folders or envelops. Uses knowledge of proper machine operation on a variety of related machines. Reads and understands written and oral instructions. Arranges tasks and time to ensure timely completion of all projects.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
368							

115. **JOB PRINTER**

Prints complete job order; positions type according to copy and operates cylinder or automatic platen press.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1800							

116. **LITHOGRAPHER OPERATOR**

Operates and prepares lithograph press to print descriptive material and designs on tinplate.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1963							

117. **LITHOGRAPHIC PHOTOGRAPHER**

Photographs illustrations and printed material to produce film or glass negatives or positives used in the preparation of lithographic printing plates. Mounts material to be photographed on copy board, and readjusts camera to enlarge or reduce size of object in photograph.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1941							

1941							

118. **LITHOGRAPHIC PLATEMAKER**

Exposes sensitized metal plate to positive or negative film, using vacuum frame, to produce offset lithographic printing plates. Punches holes in light-sensitive plate with register punch and ins inserts register pins in holes to prepare plate for contact with positive or negative film. Lays plate on bed of vacuum frame and inserts positives or negatives on register pins to align positives or negatives with each other and with plate.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
626							
626							

119. **LITHOGRAPHIC STRIPPER**

Positions negative or positive film on layout sheets, and figures composition of film flat according to customer's requirements, applying knowledge of film assembly; pieces together and arranç arranges negative or positive film on layout sheets; and makes composite film, using precision measuring instruments, artist's work aids and photographic equipment, to assemble multi- or single-color film flat used in production of lithographic printing plates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
929							

120. **MAILROOM CLERK**

Sorts, distributes, and dispatches incoming, outgoing, and department mail timely and accurately. Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
91255							

121. **MAINTENANCE WORKER**

Repairs, installs, and maintains machinery, equipment, physical structures, and pipe and electrical systems in commercial or industrial establishments, following specifications, blueprints, manuals, and schematic drawings, using hand tools, power tools, hoist, crane, and measuring and testing instruments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4051							

122. **NEWS ASSISTANT**

Gets news story information and articles related to weather, traffic, sports information, and other news information through contacts with governmental agencies, sports facilities, radio, television, and other news sources. Compiles, submits, and files news stories and related copy to assist personnel in newsroom.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1982							

123. **OFFSET PRESS TECHNICIAN (PRESS ABOVE 26 INCHES)**

Sets up and operates larger offset printing press (over 26") to print single and multicolor copy.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
608							

124. **OFFSET PRESS TECHNICIAN (PRESS BELOW 26 INCHES)**

Prepares and operates medium offset printing press (up to 26") to print single and multicolor copy. Examines job order to determine quantity to be printed, stock specifications, colors, and special printing instructions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7588							

125. **PASTE-UP ARTIST**

Formats digital and photo typeset copy and artwork in preparation of printing reproduction. Enters, positions, and alters text, graph, and photo sizes, to make up and arrange pages so that printed materials can be produced. Arranges and mounts typeset material and illustrations into paste-ups for printing reproduction, based on artists' or editors' layouts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
666							

126. **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							

127. **PHOTOCOMPOSITION OPERATOR**

Prepares materials for printing or publication, operating a computer, and records data from manuscript for storage and retrieval into and from computer system for subsequent reproduction as printed matter.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1956							

128. **PHOTOENGRAVER**

Photographs copy, exposes negatives, and prepares photosensitive metal plates, such as copper, zinc, aluminum, and magnesium, for use in printing, using photography and developing equipment and engravers' hand tools.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1959							
1959							

129. **PHOTOGRAPHER**

Photographs persons, animals, scenery, or commercial products in a studio or at a requested site, using still, video, or digital cameras, color or black and white film, and a variety of photographic accessories.Picks and assembles equipment according to subject materials, anticipated conditions, and knowledge of function and limitations of various types of cameras, lenses, filters, films, and accessories.Sees people, animals, required subjects, or setting and plans composition, camera position, and camera angle to produce desired effect. Arranges subject materials, poses subjects, or maneuvers into position to take candid photographs. Requires artistic talent, as well as technical knowledge of digital equipment, high-quality printers, and editing software.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
230470							

130. **PHOTOJOURNALIST**

Photographs, edits, and presents newsworthy events, locations, people, or other illustrative or educational material for use in publications or telecasts, using still cameras. Travels to assigned locations and takes pictures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1947							

131. **PHOTOSETTER/GRAPHIC SPECIALIST**

Monitors and controls electronic computer system used in phototypesetting. Performs more complicated typesetting operations after gaining experience, including merging photos with text copy, statistic composition, spread sheets, complicated forms layout, and complicated brochure production.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
479							
479							

132. **PHOTOTYPESETTER**

Operates computer-aided equipment to enter, store, and retrieve information. Enters, positions, and alters text size to make up and arrange pages so that printed materials can be produced. Cleans, adjusts, and performs minor repairs on equipment, if it is a specific phototypesetting machine and not a computer with specific typesetting software. Examines photographic images for obvious imperfections. Sets scanners to specific color densities, sizes, screen rulings, and exposure adjustments, using scanner keyboards or computers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107888							
107888							

133. **PROOFREADER**

Proofreads original copy or typed setup, to detect and mark grammatical, typographical, mathematical, or compositional errors. Reads copy attentively; marks errors with standard proofreaders' marks. Returns marked proof for correction. Checks proof after revisions are made to be sure that all corrections have been made.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1969							

134. **PURCHASING CLERK**

Types and performs other clerical duties related to the business of purchasing. Edits purchase requests and prepares purchase orders. Keeps files and records of materials, prices, inventories, and deliveries.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1264							

135. **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							

136. **WEB PRESS OPERATOR**

Operates and prepares multiunit, web-fed rotary press to print newspapers, books, and periodicals according to written specifications.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
450							

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