Trusts, Private Equity and Venture Capital Services 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 April 14, 2013)

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 April 14, 2013, will be included in the 2013 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 6700) (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 - Graduate 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. Develops 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. **LEGAL DIRECTOR**

7. **LEGAL DIRECTOR**

Directs and coordinates the organization's legal staff and activities. Oversees the development, revision, and compliance of the organization's policies and procedures with all applicable laws and regulationsProvides management with advice and counsel concerning laws impacting the organization's functional areas. Writes/reviews contracts, files for patents and copyrights, files and responds to lawsuits, and recommends outside counsel when necessary.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
67202							

8. **TOP ADMINISTRATIVE OFFICER**

Directs, plans, develops, and establishes policies and objectives of functions in accordance with objectives of organization. Heads multifunctional support divisions or departments, such as, but not limited to, administration, data communications, facilities management, human resources services, insurance, office services, purchasing, security, etc.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1641							

9. **TOP LEGAL OFFICER**

Directs, oversees, and controls legal activities and functions to ensure the organization's legal posture is developed and maintained. Establishes legal services required by the organization and ensures that the organization is protected from any legal action. Provides officers and directors with advice and guidance in identifying the critical problems to which the application of legal principals yields the greatest opportunities for minimizing risks and maximizing profits.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9							

Middle Management Positions

10. **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							

11. **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							

12. **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							

13. **CONTROLLER**

Directs and plans the preparation of reports that summarize and forecast company business activity and financial position in areas of income, expenses, and earnings, based on past, present, and expected operations.Oversees determination of depreciation rates to apply to capital assets. Establishes, or recommends to management, major economic objectives and policies for company or subdivision.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220328							

14. **FACTOR**

Purchases, or factors, at a discount, accounts receivable from businesses needing operating capital. Directs collection of facts about prospective client's business, such as credit rating of customers, evaluation of past losses, terms of sales, due dates, average amount of invoices, and expected volume and turnover of accounts receivable.Evaluates data collected to determine type of factoring plan to propose and percentage of net face value of accounts to advance that will yield favorable profit margin and alleviate client's cash shortage.

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

1290							

15. **FINANCIAL ANALYSIS MANAGER**

Manages conduct of statistical analyses of information affecting financial and accounting programs of public, industrial, and/or financial organizations through subordinate financial analysis staff. Analyzes, evaluates, and interprets data concerning investments, price, yield, stability, and future trends, using financial periodicals, securities manuals, and personal interviews.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4036							

16. **FOREIGN-EXCHANGE DEALER**

Negotiates purchase and sale of foreign exchange drafts on foreign exchange market and calculates US dollar equivalents. Maintains bank's balances on deposit in foreign banks to ensure foreign exchange position, and negotiates prices at which such exchanges shall be purchased and sold, based on demand, supply, and stability of currency. Determines foreign exchange rates, referring to international bank market rate.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2048							

17. **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
65191							

18. **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							

19. **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							

20. **LEGAL MANAGER**

Manages the activities of the legal staff. Aids upper management in providing legal advice and counsel on handling litigation and other legal matters involving the company. Contributes toward developing and modifying policies and procedures to conform to legal requirements. Writes, reviews, or revises various company documents. Participates in complex legal projects.

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67204							

21. **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							

22. **MARKETING RESEARCH DIRECTOR**

Directs and coordinates activities concerned with gathering, recording, and analyzing data about current and potential customers, competitors, and the market for the purpose of creating a business plan, launching a new product or service, fine tuning existing products or services, and/or expanding into new markets. Plans, develops, and establishes policies and objectives of the organization's market research function. Develops market research programs, including methods of marketing, in accordance with organization's objectives.

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

347							

23. **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							

24. **PROPERTY MANAGER**

Controls commercial, industrial, or residential real estate properties within organization or for external clients. Discusses terms and conditions for providing management services with client.Composes agreement stipulating extent and scope of management responsibilities, services to be performed, and costs for services. Employs, via hiring or contracting for services, security, maintenance, and groundskeeping personnel and on-site management personnel, if required. Prepares lease or rental agreements for lessees and collects specified rents and impounds.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4073							

25. **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							

26. **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							

27. **RISK MANAGEMENT MANAGER**

Manages, plans, and coordinates risk and insurance programs of establishment to control risks and losses. Identifies, evaluates, and implements corrective action against risks that may result in injury, property loss, damage, or legal liability. Analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on company.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1428							

28. **TAX RESEARCH MANAGER**

Manages activities of personnel responsible for ensuring that tax research has been properly conducted. Collects and reviews data based on tax studies and analyses of past and current years to prepare budgets and to justify taxes reported. Correlates appropriations for specific taxes related to divisional programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1387							

29. **TELECOMMUNICATIONS MANAGER**

Manages and coordinates telecommunications activities concerned with planning, acquisition, design, installation, and maintenance of voice, data, and video equipment and systems for an organizationOversees and contributes to studies conducted on existing communications system and equipment, such as present and projected volume of communications, effectiveness and adequacy of system, and estimated equipment replacement and maintenance costs. Heads engineering studies to obtain data on new equipment and systems developments in communications field and adaptability of equipment to existing system.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1758							

30. **TRADE RELATIONS DIRECTOR**

Directs and oversees trade relations program designed to create and maintain favorable trade image for employer or client. Plans and heads development and communication of information designed to keep trade clients, associations and customers informed of the company's programs, products, and services.

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

369							

31. **TRADE RELATIONS MANAGER**

Manages and coordinates trade relations program designed to create and maintain favorable trade image for employer or client. Plans and directs development and communication of information designed to keep trade clients, trade associations, and customers informed of the company's programs, products, and services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
370							

32. **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
67423							

Supervisory Positions

33. **MAILROOM SUPERVISOR**

Supervises employees engaged in mailroom activities and support. Coordinates activities of employees who open, sort, and route mail, and prepare outgoing material for mailing. Studies schedules and estimates time, cost, and labor for completion of job assignments. This is a first line supervisory position.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1683							

34. **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							

35. **TRADE RELATIONS SUPERVISOR**

Supervises trade relations program designed to create and maintain favorable trade image for employer or client. Plans and directs development and communication of information designed to keep trade clients, associations, and customers informed of the company's programs, products, and services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
371							

Professional Positions

36. **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							
4001							

37. **BUDGET ANALYST**

Analyzes, advises, and provides technical assistance in preparing budgets. Reviews proposed financial plans for completeness, accuracy, conformance with established procedures, regulations, and organizational objectives. Seeks new ways to improve efficiency and lower costs. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1361							

38. **BUSINESS ANALYST**

Analyzes company functions, processes, and activities to improve computer-based business applications for the most effective use of money, materials, equipment, and people. Utilizes available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement. Reviews and analyzes information, forecasts, methods, schedules, systems, processes, and procedures. Determines most useful business solutions for the company. Recommends alternative solutions to management as to courses of action that best meet the organization's goals.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1218							

39. **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							

40. **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							

41. **DATABASE ADMINISTRATOR**

Administrates organization's database, using database management system to organize and store data. Ascertains user requirements, creates computer databases, and tests and coordinates changes. Interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Ensures performance of database. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1863							

42. **ECONOMIC ANALYST**

Analyzes and executes economic studies and financial research in order to forecast trends in various business conditions and to assist in economic planning. Studies economic and statistical data in area of specialization. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3226							

43. **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							

44. **HELP DESK REPRESENTATIVE**

Assesses and troubleshoots computer support problems and applies understanding of computer software and hardware products and services to resolve problems of users. Receives telephone calls and e-mails from users having problems using computer software and hardware or inquiring how to use specific software, programming languages, electronic mail, or operating systems. Ascertains from computer user the nature of problem, determines whether problem is caused by hardware such as modem, printer, cables, or telephone, formulates diagnosis, and assists users through problem solving steps.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5061							

45. **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							

46. **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
65019							

47. **LAN/WAN ADMINISTRATOR**

Administers design, organization, and implementation of network, and heads technical support staff who manage and maintain hubs, servers, and routers. Utilizes knowledge and understanding of both networking and telecommunications theory and practice. Communicates with users, technical teams, and vendors on new technology and system upgrades and to determine software and hardware installation requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7510							

48. **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. En
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
67242							

49. **MARKET RESEARCH ANALYST**

Researches and analyzes market conditions in local, regional, or national area to determine potential sales of product or service. Runs analysis involving competitors, pricing, sales, methods of marketing, existing and potential customer preferences, economic conditions, advertising, distribution, and other factors that may influence future sales. Analyzes data and recommends specific actions based on findings. Excludes paraprofessional level positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4052							

50. **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							

51. **ORGANIZATION ANALYST**

Analyzes organizational structure, responsibilities, teamwork, capabilities of incumbents, business or operating procedures, reporting relationships, processes, and work flow to devise most efficient methods of accomplishing work. Plans study of work problems and internal disconnects and procedures, such as organizational change, communications, quality control, information flow, integrated production methods, inventory control, or cost analysis. Collects and organizes information on problem or processes including present operating processes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1814							

52. **PLANNING ANALYST**

Assesses and conducts studies, prepares reports, and gives advice on feasibility, cost effectiveness, and regulatory conformance of long- and short-range strategic plans, proposals, special projects, and ongoing programs to achieve the organization's growth and profitability objectives. Conducts field investigations, economic or public opinion surveys, demographic studies, or other appropriate research to gather required information. Converses with management or strategic planning committees to formulate strategic plans and directions, discuss overall intent of programs or projects, and determine broad guidelines for studies, utilizing knowledge of subject area, research techniques, and regulatory limitations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
80934							

53. **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							

54. **SECURITIES ANALYST**

Analyzes statistical information affecting investment program of public, industrial, and financial institutions, such as banks, insurance companies, and brokerage and investment houses. Interpr Interpretsdata 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							

55. **STAFF ATTORNEY**

Advises, consults, litigates and performs trial work, and carries out the legal processes necessary to effect the rights, privileges, and obligations of the organization. Studies Constitution, statues, decisions, and ordinances of quasi-judicial bodies. Gathers evidence and information for management decision making. Prepares and reviews various legal instruments and documents, such as contracts, leases, licenses, purchases, sales, real estate, etc. Examines legal data to determine advisability of defending or prosecuting lawsuit. Examines material, such as advertisements, publications, etc., for legal implications, advising officials of proposed legislation that might affect the organization. Applies for copyrights or registration of the organization's products, processes, devices, and trademarks, advising whether to initiate or defend law suits. Conducts pretrial preparations and defends the organization in lawsuits. Advises officials on tax matters, government regulations, and/or legal rights. Represents the company before quasi-judicial or administrative agencies of the government. Requires completion of law school with an LLB degree or JD degree and admission to the bar.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
89931							

56. **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							

57. **TAX ACCOUNTANT**

Readies Federal, State, or local tax returns for individuals, business establishments, or other organizations. Prepares and analyzes financial and tax accounts, records, and reports; and determ determines taxes owed according to prescribed rates, laws, and regulations. Advises management regarding effects of business activities on taxes, and on strategies for minimizing tax liability.Confirms that establishment complies with periodic tax payment, information reporting, and other taxing authority requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1375							

Sales Positions

58. **ANNUITIES REPRESENTATIVE**

Sells annuity products and services and gives customer service in person, by telephone, or by mail. Controls assigned territory marketing and sales activities to achieve annuity sales goals within budgeted expenses and compliance with all company policies.Builds and increases relationships in designated geographic territory.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3330							

59. **BUSINESS BROKER**

Purchases and sells business enterprises or investment property on speculative or commission basis. Reviews trade journals, business opportunity advertisements, or other publications to ascertain business enterprises or investment property up for sale. Studies financial rating of business, customer appeal for type of merchandise, and desirability of location for type of business or condition and location of investment property. Requires license by state.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3214							

60. **COMMERCIAL LENDING BROKER**

Sells commercial lending services, for things such as real estate, land, construction, and lines of credit, to new or existing customers of a commercial financial institution in assigned area or territory.Creates prospect list and acquires new accounts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5781							
5781							

61. **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							

62. **FLOOR BROKER**

Buys and sells securities on floor of securities exchange. Assesses market conditions and trends to determine best time to execute securities transaction orders. Bases purchase and sale of securities on market quotation and competition in market. Must meet exchange requirements, which may include State license, to be member of exchange.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1287							

63. **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							

64. **INVESTOR RELATIONS SUPERVISOR**

Supervises investor and shareholder relations activities, and oversees those who provide investor/shareholder relations services. Develops work schedules, and assigns work to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1293							

65. **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							

66. **SALES REPRESENTATIVE**

Sells company products or services in assigned area or territory. Creates new accounts. Speaks directly with new and existing customers or clients to explain features and merits of products or services offered.Demonstrates products or services and provides assistance in the best application of products or services. Answers all questions concerning a product or service, with appropriate referrals where required. The Sales Representative (General) level is distinguished by products or services that do not require scientific training or knowledge and success is more dependent on sales ability.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4078							

67. **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

68. **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							

69. **CONTROLLER ASSISTANT**

Heads preparation, in an assistant role, or develops reports that summarize and forecast company business activity and financial position in areas of income, expenses, and earnings, based on past, present, and expected operations.Aids Controller in financial activities of organization or subdivision of organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1353							

70. **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							

71. **MAINTENANCE MECHANIC**

Repairs and maintains, in accordance with diagrams, sketches, operation manuals, and manufacturer's specifications, machinery and mechanical equipment, such as engines, motors, pneumatic tools, conveyor systems, and production machines and equipment, using hand tools, power tools, and precision measuring and testing instruments. Observes mechanical devices in operation and listens to their sounds to locate causes of trouble.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
867							

72. **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							

73. **RESEARCH ASSOCIATE**

Researches a variety of areas, such as new or existing products, science, social science, law, or medicine. Analyzes verbal or statistical data to prepare reports and studies for use by professional workers. Develops plans for project or studies guidelines for project prepared by professional staff member to outline research and/or development procedures to be followed. Plar Plansschedule according to variety of methods to be used, availability and quantity of resources, and number of subordinate personnel assigned to participate in project.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1012							

Field, Shop, Services & Clerical Positions

74. **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							

75. **AUDIT CLERK**

Verifies accuracy of figures, calculations, postings, and transactions recorded by other workers. Produces audit reports accurately completed in accordance with standard procedure, following instructions. Uses tried and tested audit methods and procedures in performing tasks. Records each audit procedure thoroughly to support work performed and results obtained. Perfc Performstasks involving volume as opposed to in-depth knowledge of auditing and accounting standards. Handles a variety of minor auditing tasks on a repetitive basis.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1368							

76. **BOOKKEEPER**

Keeps books and accounting records of financial transactions for establishment. Reconciles and balances accounts. Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files. Summarizes details in separate ledgers or computer files and transfers data to general ledger.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4010							

77. **BROKERAGE CLERK**

Computes and records data on security transactions. Produces necessary records of transactions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1284							

78. **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							

79. **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							

80. **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
58910							

81. **FILE CLERK**

Codifies, files, retrieves, and keeps electronic and hardcopy company records current. Examines incoming material and codes it numerically, alphabetically, by subject matter, or other specified system. Searches for and investigates information contained in files, adds additional data to file records, completes reports, keeps files current, and supplies information from file data or electronic data files.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4035							

82. **FRONT DESK RECEPTIONIST**

Greets and receives visitors at establishment, ascertains nature of business, and guides visitors to destination. Asks for visitor's name and notifies person called upon on visitor's arrival. Answers, screens, and routes incoming calls and takes messages as needed.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3320							

83. **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							

84. **MAIL 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
1684							

85. **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							

86. **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							

87. **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							

88. **PBX OPERATOR RECEPTIONIST**

Greets and assists callers in relaying incoming, outgoing, and/or interoffice calls. Operates switchboard equipment. Guides caller to destination and records name, time of call, nature of business, and person called upon. Supplies information to callers/visitors, takes messages, and announces callers/visitors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1706							

89. **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							

90. **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							

91. **SECRETARY**

Assists and relieves officials of clerical work and minor administrative and business details, including basic correspondence. Files and inputs data for reports on the basis of instructions from various members of the department or company. Schedules appointments, gives information to callers, and takes notes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4080							

92. **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							

93. **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
66092							

94. **STATISTICAL CLERK**

Compiles data and computes statistics for use in statistical studies. Performs standard calculations, checks tabular data for accuracy, and prepares charts and graphic displays of quantitative data. Assembles and classifies statistics, following prescribed procedures. Computes statistical data according to formulas.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
28							

95. **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							

96. **TELEPHONE OPERATOR**

Operates switchboard equipment to relay incoming, outgoing, and interoffice calls. Interrupts busy lines if an emergency warrants interruption. Assists individuals in making telephone calls. Helps individuals having difficulties with automated phone systems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5950							

97. **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
67809							

98. **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
67823							

If you are ready to submit your data and have a Promotion Code enter it here:

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