

Community College of Philadelphia  
Classified/Confidential Position Summaries Comparison Chart

AA 1 – Grade 3	AA II – Grade 4	OAA – Grade 5	OAA-B – Grade 6	OAA-A – Grade 6	TCS-B – Grade 7	TCS-A – Grade 8
<b>GENERAL DESCRIPTION</b>						
Under close supervision acquires knowledge in and provides clerical support to the College department or work area to which assigned. Duties and responsibilities will be of a routine nature and include training and skill development. Employees in this title will be expected to acquire knowledge and skill in the specific area of assignment throughout their service in this level.	Under supervision and with the expectation for limited independent judgment, initiative, and decision-making provides clerical support to the College department or work area to which assigned. Duties and responsibilities will be both routine and complex. Employees in this title will be expected to possess some knowledge and skill in the specific area of assignment. Assignments may involve coordinating and overseeing the work of others in the assigned area.	Under general supervision, requiring the use of independent judgment, initiative and decision-making, provides administrative and clerical support to the College department or work area to which assigned. Duties and responsibilities will primarily be complex and may involve developing plans for accomplishing and prioritizing work, reasoning and analyzing data to resolve problems in the assigned area. Employees assigned to this title will be expected to have specialized knowledge and skill in the specific area of assignment.)	Requiring limited supervision, with latitude for the use of independent judgment, initiative and decision-making, provides administrative and clerical support to the College department or work area to which assigned. Duties and responsibilities will primarily be complex and challenging and involve the following: planning, organizing and prioritizing work flow; troubleshooting problems using analysis and reasoning; developing and maintaining cooperative working relationships with others; and scheduling, directing and overseeing the work of others in the assigned area. Employees in this title will be expected to possess specialized knowledge and expertise in the specific area of assignment.	With latitude for independent judgment, initiative and decision-making, serves as executive secretary or assistant to a high level college administrator, in a highly responsible, confidential, administrative capacity. Is responsible for general oversight and management of a college official's office and daily schedule, including critical liaison with other offices and departments and oversight of subordinate staff. May provide oversight and direction on a broad range of projects and services.	Provides full support in wide range of roles with narrow authority to regularly make independent decisions, exercise independent judgment and resolve problems that are central to the operation, serves as an executive secretary or assistant to a high level college official, usually to a Dean or similar in a highly responsible, confidential, administrative capacity.	Provides full support in wide range of roles with narrow authority to regularly make independent decisions, exercise independent judgment and resolve problems that are central to the operation. Serves as executive secretary or assistant to a high level college official, usually to a Vice President or President, in a highly responsible, confidential administrative capacity.
<b>SPECIFIC RESPONSIBILITIES</b>						
Good verbal communication skills over the telephone, responding to inquiries, redirecting calls as necessary and taking accurate messages for others in a courteous, business like manner.	Good verbal communication skills over the telephone, responding to inquiries, redirecting calls as necessary and taking accurate messages for others in a courteous, business like manner.	Screens and responds to calls and inquires; redirects calls when necessary, takes accurate messages for others in a courteous, business-like manner, and verifies content.	Screens all guests, phone calls and correspondence, determining nature of visit or inquiry providing guidance on protocol or process and deciding priorities and access.	Communicates effectively with faculty, staff, and administrators at all levels; handles priority communications with tact, and in confidence; follows up consistently and maintains records of communications; hears the requests in complaints and responds accordingly.	Excellent verbal and written communication skills. Confers regularly with College senior administration, and other faculty and staff, to exchange information, investigate and resolve problems.	Excellent verbal and written communication skills with faculty, staff, and administrators at all levels; handles priority communications with tact, and in confidence; follows up consistently and maintains records of communications; screens telephone calls thoroughly and diplomatically; provide preliminary information to internal and external callers as appropriate and direct inquires and requests as needed.
Uses a personal computer in the performance of duties.	Responds to written inquiries (email and letter), seeking to resolve problems, locating and providing accurate information and drafting written responses within established guidelines and time frames.	In response to written inquiries (email and letter), researches and ensures accurate information is provided; responses are to be well thought out and given within established time frames; complex responses are to be clarified with supervisor.	Responds to various types of inquiries and correspondence, analyzing requests, gathering information for appropriate responses and attempting to draft the required letter, document, form or memo on a personal computer using college determined word processing software (e.g., MS Office/Word).	Responds to various types of inquiries and correspondence, analyzing requests, gathering information for appropriate responses and composing the required letter, document, form or memo on a personal computer using college determined word processing software (e.g., MS Office/Word). Screens and proofreads documents on behalf of the supervisor for accuracy using both technology tools and personal	Responds to various types of inquiries and correspondence, Analyzing and resolving difficult problems or provides assistance to others on difficult assignments. Handle and oversee the day-to-day operation for the office including edit and proofread documents; draft correspondence; manage paper flow in compliance with deadlines.	Responds to various types of inquiries and correspondence, Screens and proofreads documents on behalf of the supervisor for accuracy using both technology tools and personal skills to edit for spelling, grammar, content and tone; ensures all corrections are made prior to submitting for signature.

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				skills to edit for spelling, grammar, content and tone; ensures all corrections are made prior to submitting for signature.		
Prepares standardized documents, forms and memos usually on a personal computer using college provided word processing software. Proofreads documents for accuracy, spelling, grammar and content.	Prepares standard documents, forms, memos and letters on a personal computer using college provided word processing software (e.g., MS Office/Word). Proofreads documents for accuracy using both technology tools and personal skills to edit for spelling, grammar and content.	Prepares various types of documents, forms, memos, letters and mail merges on a personal computer using college determined software (e.g., MS Office/Word). Prepares large documents for mass production. Proofreads own documents and those of others for accuracy using both technology tools and personal skills to edit for spelling, grammar, content and tone.	Prepares replies, initiates action and determines priorities on matters not specifically requiring the attention of the college official using college determined software (e.g., MS Office/Word). Prepares mail merges, large documents for mass production, etc.	Prepares various types of documents, monitors budgets and expenditures on behalf of the work area, maintaining records of accounts, conferring with supervisor, and preparing budget requests.	Prepares, processes and/or monitors a variety of documents, forms, ledgers, personnel records, budget documents, expenditures and financial reports, pay invoices, monitors/checks and ensure adherence to policy and procedures for accuracy.	Coordinate correspondence, requests and information related to departmental activities: track mail, handle acknowledgments and respond to requests. Assist staff in coordinating materials for meetings, reports, projects, presentations and mailings.
Sorts and directs routine mail; refers non-routine or priority mail to appropriate persons.	Sorts and directs routine mail; refers non-routine or priority mail to appropriate persons.			Sorts and directs mail for assistant dean/administrator; refers non-routine or priority mail to appropriate persons.	Sorts and directs mail for dean/administrator; refers non-routine or priority mail to appropriate persons.	Sorts and directs mail for Vice President/President; refers non-routine or priority mail to appropriate persons.
Listens to and verifies supervisor's instructions, asking questions to clarify understanding of an assignment; seeks additional clarification as needed.	Listens to and verifies supervisor's instructions, asking questions to clarify understanding of a new or complex assignment; seeks additional clarification as needed.					
Acquires skill in formatting and preparing documents such as correspondence, charts, calendars, tables and lists; carefully follows directions and checks content for accuracy.	Formats and prepares documents according to directions such as correspondence, charts, calendars, tables, lists, etc.; ensures content is accurate. Transcribes letters, notes and memos from electronic devices, formatting and preparing for signature.	Prepares documents, reports and presentations as directed.	Assists in the preparation of reports and presentations.	Assists in the collection, calculation, and organization of information required (e.g., statistical, etc.) for decision-making and planning for the Division.	Prepares responses to various types of inquiries and correspondence, analyzing requests, gathering information for appropriate responses and composing the required letter, document, form or memo on a personal computer using college determined word processing software (e.g., MS Office/Word).	Prepare, process, and/or monitor a variety of forms, records, schedules, reports and other documents related to the administrative functions of the office.
			Researches and prepares background materials for meetings and for the college official's review.	Conducts research, analyzes data, compiles statistics and prepares professional reports utilizing database and spreadsheet software.	Coordinates or performs research, data collection, analysis, reporting, documentation and other duties to ensure accurate and timely processing or development of required reports.	Assist staff by performing all levels of research (e.g., library and internet, etc.) and verify accuracy of data prior to creating/developing reports.
Acquires knowledge of administrative information systems	Acquires and maintains knowledge of all administrative information	Develops and maintains an expertise of all administrative	Provide skillful and efficient use of all administrative systems to	Serves as a train the "trainer" providing training to staff and	Assists office staff and responds to technical and administrative	Within delegated authority, establishes or revises systems of records to

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used by the department or work area. Performs data entry and retrieval as directed.	systems used by the department or work area. Accesses these applications to research, gather or enter data as needed.	information systems used by the department or work area. Accesses these systems to research, gather or generate reports on data as needed. Creates and maintains databases.	research, gather, create and generate/process reports. Creates and maintains databases.	assist in other training roles as assigned/needed.	questions and ensures follow-up if necessary. Resource to other staff with technical issues, including, but not limited to desktop applications (Word, Excel, Access, PowerPoint, etc.) database management and Banner.	improve retention and discovery of documents; creates internal processes for collecting and maintaining records; follows college retention policies and procedures.  Resource to other staff with technical issues, including, but not limited to desktop applications (Word, Excel, Access, PowerPoint, etc.) database management and Banner.  Develop and implement data collection and reporting systems as needed by the Department and individual units for external and internal audits, cost benefit analysis, etc.
Learns and keeps updated on departmental processes and procedures such as locating needed information and forms; learns to communicate and provide the information to others.	Learns and keeps updated on all department processes and procedures, knows where to access needed information and forms, and is able to communicate and provide the information clearly and accurately to others.	Has knowledge of and keeps up-to-date on all departmental processes and procedures, understands how to apply this knowledge to solving student/customer problems and is able to communicate and provide the information clearly and accurately to others.	Develops processes to improve and streamline administrative operations. Addresses student/customer problems and is able to communicate and provide the information clearly and accurately to others.	Possesses and maintains an expertise in all department processes, procedures, and college mainframe applications. Understands how to apply this expertise in solving student/customer problems and is able to train, communicate and provide the information clearly and accurately to others.	Applies functional knowledge to analyze and respond to matters requiring comprehensive knowledge of department policies and procedures.	Assists the Vice President/President in responding to matters requiring comprehensive knowledge of department policies and procedures.
Assists administrators by responding to calls regarding faculty or staff attendance and following instructions to inform or notify students and staff accordingly.	Assists administrators by responding to calls regarding faculty or staff attendance and following instructions to inform or notify students and staff accordingly.	Provides assistance to students and their families (e.g., financial aid processes and eligibility, etc.). Coordinates programs such as financial aid grant programs, assists with auditing and reporting and interacts with other College offices to determine eligibility and reconcile accounts.	Assists the college official in the preparation and dissemination of information relating to the administration and management of the department or area.	Assist the college official in establishing and maintaining a network of peer, professional contacts among other College units/departments, external agencies, and other groups that interact with the department to impact favorably upon the assignments and goals of the work area.	Acts as primary contact for assigned function with internal and external organizations. .	On behalf of the Vice President/President, acts as a primary contact with internal and external organizations by obtaining/providing the required information in an efficient an appropriate manner.
Acquires knowledge and skills to handle requests for transcripts or applications and/or receive forms checking for completeness.	Responds to requests for transcripts, applications, etc.; receives forms, checking for completeness.	Responds to requests for transcripts, applications, etc.; receives forms, verify completeness and make sure that the student understands the process flow.	Follow-up on referrals and requests initiating the appropriate response.			
Learns the process for, and accepts, checks or money orders, logging in all transactions, and placing in appropriate lock boxes.	Accepts checks or money orders, logs in transactions, and places in appropriate lock boxes.	Accepts checks or money orders, logs in transactions, verifies accuracy, and places in appropriate lock boxes.				

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	Maintains and tracks department inventories using standardized spreadsheets and processes (e.g., inventory software programs or manual forms). Generates periodic inventory reports. Notifies supervisor of items needing reorder. May conduct simple research on products and supplies needed using catalogues or the Internet. May prepare purchase order requests.	Oversees and maintains departmental inventories, generates periodic inventory reports, anticipates and plans for needed supplies for upcoming or seasonal events and activities, and keeps supervisor informed of items needing reorder. Conducts research on products and supplies needed using catalogues. Identifies to the supervisor new products that may benefit the productivity of the office; prepares purchase order requests.	Maintains/monitors all the financial accounts for the office of the college official including purchasing, bill payments and reimbursements.	Monitors and oversees the maintenance of department inventories, requiring periodic inventory reports. Anticipates and plans for needed supplies for upcoming or seasonal events and activities. Keeps the supervisor informed of items needing reorder. Conducts research on products and supplies comparing price and quality. Prepares purchase order requests.	Establish, coordinate, schedule, track and execute specific priorities and departmental functions for department based on the guidance and intent from department/division leadership.	Establish, coordinate, schedule, track and execute specific priorities and departmental functions for department based on the guidance and intent from department/division leadership.
Assists with the coordination of meetings or events on behalf of the work area or supervisor. May participate in notifying attendees, following up for responses and gathering required materials and handouts.	Participates in the coordination of meetings or events on behalf of the work area or supervisor. Attends planning sessions, checks calendar, books appropriate space, notifies all attendees, follows up for responses and gathers required materials and handouts.	Coordinates meetings and/or events on behalf of the work area or manager. Conducts planning sessions, assigns tasks to staff, checks calendar, books appropriate space, ensures all attendees are invited and that responses are received.	Coordinates all travel schedules and arrangements. Oversees production of minutes of various committee meetings.	Coordinates the planning and coordination of meetings or events on behalf of the work area or supervisor. Monitors planning sessions, staff assignments, arrangements for space, materials and refreshments, scheduling speakers and the number of guests or attendees ensuring a seamless flow of activities.	Makes meeting/travel arrangements, coordinates presentations and provides general clerical support for the manager.	Assist Vice President/President in coordinating agenda materials, for board and committee meetings including the preparation of proposals, budgets, reports and minutes.
	Trains and assists work/study students, interns, Level I employees, etc., in the day-to-day tasks and operations of the work area.	Directs, trains, assists and collaborates with coworkers, colleagues and subordinate staff in accomplishing the day-to-day tasks and operations of the work area.	Trains individuals in lower titles and serves as a role-model in courteous, quality service to all students, supervisors, coworkers, and internal and external customers in all situations.	Monitors, oversees, directs, trains, and collaborates with coworkers, colleagues and subordinate staff in accomplishing the day-to-day goals of the work area.	May supervise work, monitor or coordinate the activities of other staff members.	Train and supervise work study students and/or the work assigned to the other staff members in the department.
May be trained to receive and process subpoenas ensuring they are posted, logged and directed appropriately within strict time constraints.	Receives and processes subpoenas ensuring they are posted, logged and directed appropriately within strict time constraints.					
Processes work requests using established forms and guidelines; maintains logs.	Processes work requests using established forms and guidelines; determines priorities within established parameters; schedules and maintain logs.	In providing quality service to all, accepts referrals from lower level staff, clarifies complex requests, anticipates problems in resolving issues, and provides guidance and referrals to other sources when necessary. Follows up on referrals and requests, initiating appropriate emails, phone calls, and letters.	Serves as a customer service representative and establishes specific priorities for departmental activities based on the college official's guidance and intent.	Troubleshoots problems that arise, analyzing situations and data, evaluating and deciding upon possible solutions, keeping supervisor informed, and implementing the problem resolution.	Assists with specialized or difficult work activities/projects of subordinates or other college officials.	Assist staff with special projects from inception to completion. Establish and execute specific priorities for departmental activities based on the guidance and intent from department/division leadership.

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				Coordinates payroll operations, maintaining time sheets and payroll system; processes authorizations, tax and deductions for employees into the system; checks trial payroll and makes corrections; and maintains and controls various reports on taxes and deductions.	Coordinates payroll operations, maintaining time sheets and payroll system; processes authorizations, tax and deductions for employees into the system; checks trial payroll and makes corrections; and maintains and controls various reports on taxes and deductions.	Prepare expense reports, pay invoices, monitor expenditures, process budget documents and purchase orders reports and pay invoices for administrative staff. Monitor annual agreements for department.
			Uses discretion to evaluate and resolve matters referred to the college official's office.	Skillfully distinguishes professional from personal concerns; reduces conflicts and produces customer satisfaction in difficult situations; accepts referrals from lower level staff; anticipates problems and seeks to provide guidance.	Responds verbally or in writing to inquires complaints or problems and makes necessary adjustments of a non-routine nature.	Accesses situations using precedence and is skillfully flexible in responding.
Maintains calendars for supervisor/manager scheduling meetings and appointments and making reservations.	Maintains calendars for supervisor/manager scheduling meetings and appointments and making reservations.	Coordinates calendars and meetings for the college official and other executive staff members.	Maintains calendar and briefs and prepares the college official for the day-to-day activities. Attends meetings.	Oversees and monitors the day-to-day operations of the work area, coordinating and scheduling work activities, reviewing and guiding the work of others, and responding to shifting priorities as needed.	Manages the internal and external calendar for the college official(s); handles travel arrangements and prepare itineraries.	Manage the internal and external calendar for the Vice President/President; handle meeting and travel arrangements and prepare itineraries (including background information) and expense reports for all administrative staff.  Participate in College related activities, meetings, and special events.
		Understands the security measures associated with department records and maintains the security and confidentiality of all personnel records and other confidential documents on behalf of the work area and the college. Monitors the security of current and historical records, identifying oversights or breaches and informing appropriate supervisors; identifies to supervisor areas where existing practices or policies seem insufficient.	Ensures the security and confidentiality of all personnel records of students/employees and other confidential documents on behalf of the work area and the college.	Ensures the security and confidentiality of all personnel records of students/employees and other confidential documents on behalf of the work area and the college.	Ensures a high level of security and confidentiality of all personnel records of students/employees and other confidential documents on behalf of the work area and the college.	Ensures a high level of security and confidentiality of all personnel records of students/employees and other confidential documents on behalf of the work area and the college.
	Maintains office/department timekeeping records.	Maintains and monitors the timekeeping processes for the work area, preparing time sheets, obtaining signatures, receiving	Maintains and monitors the timekeeping processes for the work area, preparing time sheets, obtaining signatures, receiving	Oversees and monitors the work area's timekeeping processes, reviewing time sheets, responding to calls for sick or emergency	Reviews and monitors the work area's timekeeping processes, reviewing time sheets, responding to calls for sick or emergency	Serve as an office manager: order supplies, process attendance, coordinate time sheets, etc. Complete other tasks to ensure office operates

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		calls for sick leave, resolving problems and omissions, tracking exceptions like “out-of-city tax”, logging documentation as directed, completing weekly logs.	calls for sick leave, resolving problems and omissions, tracking exceptions like “out-of-city tax”, logging documentation as directed, completing weekly logs.	leave, resolving problems, and ensuring the timely and accurate completion of weekly logs and uploading of data to the payroll system.	leave, resolving problems, and ensuring the timely and accurate completion of weekly logs and uploading of data to the payroll system.	smoothly.
Assists with special projects as directed.	Assists with special projects as assigned gathering and compiling data and preparing reports.	Participates in special projects, attends planning sessions, works independently or as part of a team, provides assistance in meeting goals of the project as assigned.	Participates in special projects, attends planning sessions, works independently or as part of a team, provides assistance in meeting goals of the project as assigned.	Handles special projects as assigned, planning and scheduling tasks, identifying and collaborating with a team of coworkers, monitoring and performing assignments to ensure successful completion.	Coordinate and carry out various special projects, establish timelines and ensure accurate and full completion of projects in a timely and efficient manner	Assist staff, organize and manage special projects and program related research.
		May serve as key clerical administrative support to an administrative staff member.	May serve as key clerical administrative support to an administrative staff member, handling confidential documents, correspondence and telephone inquiries, maintaining calendars, booking reservations, etc.	May serve as executive secretary or assistant to an executive staff member.	May serve as an executive secretary or assistant to a high level college official, usually a dean or similar.	May serve as an executive secretary or assistant to a high level college official, usually a Vice President, President or similar.
<i>Other duties as assigned</i>	<i>Other duties as assigned</i>	<i>Other duties as assigned</i>	Other duties as assigned.	Other duties as assigned.	Other duties as assigned.	Other duties as assigned.
<b>QUALIFICATIONS</b>						
A high school diploma or its equivalent (e.g., GED).	A high school diploma or its equivalent (e.g., GED).	A high school diploma or its equivalent (e.g., GED).	A high school diploma or its equivalent (e.g., GED).	A high school diploma or its equivalent (e.g., GED).	High school diploma, Associate’s degree preferred	High school diploma, Associate’s degree preferred
Six (6) months of work experience in a related field for the specific work area or a closely related equivalent field.	Two (2) years of work experience in the required field for the specific work area or a closely related equivalent field.	Five (5) years of work experience in the required field for the specific work area or a closely related equivalent field.	Six (6) years of work experience in the required field for the specific work area or a closely related equivalent field.	Six (6) years of work experience in the required field for the specific work area or a closely related equivalent field.	Minimum (7) seven years experience in a progressively responsible administrative support position.	An associates degree plus five (5) or more years of relevant work experience in the required field for the specific work area or a closely related equivalent field or at least eight (8) years of work experience from which comparable knowledge and skills are required. College credits, in a matriculated course of study from an accredited institution, may be substituted for work experience.
Demonstration of some of the core competencies indicated for this title along with demonstrated ability to learn and acquire new knowledge.	Demonstration of the specific core competencies indicated for this title and level.	Demonstration of the specific core competencies indicated for this title and level.	Demonstration of the specific core competencies indicated for this title and level.	Demonstration of the specific core competencies indicated for this title and level.	Demonstration of the specific core competencies indicated for this title and level.	Demonstrated ability of the specific core competencies indicated for this level.
Some technical skills as indicated for this title and a willingness and aptitude to learn new technical	Technical skills as indicated for this title and assignment level.	Technical skills as indicated for this title and assignment level.	Technical skills as indicated for this title and assignment level.	Technical skills as indicated for this title and assignment level.	Technical skills as indicated for this title and assignment level. Proficient	Excellent technical skills in Microsoft Office (e.g., Word, Excel, Access, etc.) as indicated for this title

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skills.					in Microsoft Office.	and assignment level.
Strong customer service skills	Strong customer service skills	Good communications skills (verbal and written)	Good communications skills (verbal and written)	Excellent verbal and written communication skills. Ability to perform multiple tasks with changing priorities.	Excellent verbal and written communication skills. Ability to perform multiple tasks with changing priorities.	Excellent verbal and written communication skills. Ability to perform multiple tasks with changing priorities.
Detailed orientated and follows direction.	Detailed orientated and follows direction.	Well organized and plans work methodically.	Well organized and plans work methodically.	Strong organizational and management skills are essential.	Strong organizational and management skills are essential.	Strong organizational and management skills are essential.
<p><b>Standard Pre-employment Testing</b>  <b>Passing scores:</b> Every applicant must meet or exceed the passing score in Spelling and Grammar testing or the applicant will not be permitted to participate in the technical skills portion of the testing.</p> <p>*The Keyboarding times listed below represent the minimum standard typing speed each applicant must achieve for each job level.</p> <p><i>All testing is administered with Kenexa "PROVE IT" Testing software. Please note the tests represented below for each position category are not meant to be all inclusive; other specialized skills test may be requested. Contact the Office of Human Resources for details.</i></p>						
Spell/Gram: Overall Score: 70 <b>Keyboarding: 25 WPM</b>  <b>If Position Requires:</b> MS Word: Overall Score: 70 MS Excel: Basic Score: 70  No Access or PowerPoint Tests to be administered	Spell/Gram: Overall Score: 70 <b>Keyboarding: 30 WPM</b>  <b>If Position Requires:</b> MS Word: Overall Score: 70 MS Excel: Basic Score: 70  No Access or PowerPoint Tests to be administered	Spell/Gram: Overall Score: 70 <b>Keyboarding: 35 WPM</b> <b>If Position Requires:</b> MS Word: Overall Score: 70 MS Excel: Overall Score: 70 MS PowerPoint: Basic Score: 70 MS Access: Basic Score: 70	Spell/Gram: Overall Score: 75 <b>Keyboarding: 40 WPM</b> MS Word: Overall Score: 70 MS Excel: Overall Score: 70 <b>If Position Requires:</b> MS PowerPoint: Basic Score: 70 MS Access: Basic Score: 70	Spell/Gram: Overall Score: 75 <b>Keyboarding: 45 WPM</b> MS Word: Overall Score: 70 MS Excel: Overall Score: 70 <b>If Position Requires:</b> MS PowerPoint: Basic Score: 70 MS Access: Basic Score: 70	Spell/Gram: Overall Score: 80 <b>Keyboarding: 50 WPM</b> MS Word: Overall Score: 75 MS Excel: Overall Score: 80 MS PowerPoint: Overall Score: 70 <b>If Position Requires</b> MS Access: Overall Score: 70	Spell/Gram: Overall Score: 85 <b>Keyboarding: 50 WPM</b> MS Word: Overall Score: 80 MS Excel: Overall Score: 80 MS PowerPoint: Overall Score: 70 <b>If Position Requires</b> MS Access: Overall Score: 70

Note: This chart represents a general guide of some of the roles and responsibilities associated with various positions within each grade range; it is not meant to serve as a definitive description of all jobs within each position title.