

NONEXEMPT

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03-13-95

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**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Accounting Clerk I

JOB CODE : 050505

DATE PREPARED : April 27, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs simple accounting functions to assist in processing transactions that result in payment for services and materials.

DIMENSIONS

The incumbent reports to a Senior Accountant or Group Leader. The incumbent has no supervisory responsibility.

NATURE AND SCOPE

1. Processes documents such as purchase orders, invoices, statements, and receiving documents;
2. Matches receiving documents and invoices to purchase orders by vendor name and purchase order number;
3. Receives and distributes mail;
4. Files check copies, canceled checks, packing slips, and purchase orders;
5. May perform any of the following: prepare form letters, receive incoming telephone calls and route to appropriate personnel, take and distribute messages;
6. Makes recommendations for improvements in performance of job;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying one to ten pounds of paperwork, office supplies; sometimes up to 30-pound boxes of records;
4. Occasional push/pull, up to five to ten pounds of force in opening doors or file drawers;
5. Occasional climbing stairs to reach some areas, depending on assignment;
6. Occasional bending/twisting at waist/knees/neck while filing or retrieving materials from lower shelves;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Accounting Clerk I

7. Frequent to constant use of hands/arms in reaching/handling/grasping/fingering while operating terminal, calculator, copier, or completing paperwork; occasional overhead reaching required;
8. Constant use of sight/speech/hearing abilities in dealing with customers, vendors, and coworkers, operating office equipment, completing paperwork, or reading documents/screen.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in matching receiving documents and invoices to purchase orders, filing check copies, canceled checks, and purchase orders;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to follow oral and written instructions and follow through with assignments;
4. Must possess oral/written communication skills in order to deal with vendors and coworkers in a professional, effective manner;
5. Must be able to follow multiple tasks, often with frequent interruptions;
6. Must be able to read/write/speak English; must possess ability to alphabetize and maintain records in numerical order.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Vax keyboard/terminal, calculator, microfiche, copier, fax machine, typewriter, date received and paid machines, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of one year of general office experience in bookkeeping or accounting. Ability to use 10-key/calculator. Some knowledge of computers desirable.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Accounting Clerk II

JOB CODE : 050705

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs all necessary, sometimes complex accounting transactions that result in payment for services and materials.

DIMENSIONS

The incumbent reports to a Senior Accountant or Group Leader. The incumbent has no supervisory responsibility.

NATURE AND SCOPE

1. Processes documents including purchase orders, invoices, statements, and receiving documents to make payments in a timely manner in order to qualify for discounts for materials, equipment, and services purchased;
2. Matches receiving documents and invoices to purchase orders to verify that money and materials match;
3. Researches problems/discrepancies by communicating with Procurement, Receiving, or vendors as necessary and advises how certain corrections are to be made;
4. Prepares/assembles checks and supporting paperwork for payment to vendors;
5. Researches past due invoices and vendor requests for information regarding payments;
6. Prepares reports on monthly, quarterly, or annual basis as necessary;
7. May perform any of the following: Reconcile statements, balance general ledger accounts, prepare letters, receive incoming phone calls from vendors, maintain procedural manuals, train and/or assist Accounting Clerk Is, inventory unpaid receiving documents, verify documents against accounts payable aged report;
8. Processes all work within complex system of work procedures and departmental guidelines and performs general office duties as required;
9. Determines proper price and discount available that agree with vendor's terms and conditions and the purchase order;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office for short distances;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Accounting Clerk II

2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying one to ten pounds of paperwork, office supplies; sometimes up to 30-pound boxes of records;
4. Occasional push/pull up to five to ten pounds of force in opening doors or file drawers;
5. Occasional bending at waist/knees/neck while retrieving items from lower shelves;
6. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer terminal, calculator, copier, or completing paperwork; occasional overhead reaching required;
7. Constant use of sight/speech/hearing abilities in dealing with customers, vendors, and coworkers, operating computer and office equipment, completing paperwork, or reading documents/screen.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in processing, verifying, and reviewing payments, reconciling accounts and statements, and ensuring that all financial activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills and be able to apply established procedures to resolve issues and research problems;
3. Must be able to follow through with projects and instructions and work within highly specialized departmental procedures;
4. Must possess oral/written communication skills in order to deal with vendors and coworkers in a professional, effective manner;
5. Must possess excellent mathematical skills and be able to read/write/speak English;
6. Must be able to work under pressure of deadlines, time constraints, multiple priorities, frequent interruptions, and dealing with angry people/complaints;
7. Must be adaptable and flexible to meet changing work requirements; must also be able to train others if assigned;
8. Must be trustworthy and able to handle responsibility of processing millions of dollars in transactions;
9. Must possess good memory to ensure compliance with complex pay procedures, taxes, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Vax keyboard/terminal, personal computer, printer calculator, copier, fax machine, typewriter, date paid machine, check writer machine, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of two years of general office experience in bookkeeping or accounting. Ability to use 10-key/calculator and computer terminal.

OTHER SPECIAL QUALIFICATIONS

Computer skills including Lotus 1-2-3 and dBase desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Accounting Clerk III

JOB CODE : 050805

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs general and specialized accounting duties, acts as accounting liaison and provides assistance to other departments in the Company.

DIMENSIONS

The incumbent reports to a Senior Accountant or Group Leader. The incumbent may instruct and review or coordinate work of Accounting Clerk Is and IIs.

NATURE AND SCOPE

1. Maintains and reconciles ledgers and accounts and processes documents which may include purchase orders, invoices, statements, freight bills, bus tickets, fringe benefits, union dues, and receiving documents;
2. Prepares monthly invoices for cash reimbursable work with supporting detail as required; processes complex transactions in updating computer ledgers and related files and making payments for a variety of types of special contracts with vendors; makes payments, both manual and computer generated, upon approved request from various departments (e.g., Human Resources, Legal, etc.);
3. Researches problems/discrepancies and/or follows up by making telephone calls, writing letters, or sending statements as necessary;
4. Serves as petty cash sub-custodian for the Disbursements Branch petty cash fund;
5. Prepares various accounting worksheets, audits, accounting transaction vouchers, and other general reports; prepares reports on weekly, monthly, quarterly, or annual basis as necessary;
6. Recommends various ways to improve procedures and work flow;
7. May perform any of the following: perform data entry; post checks; correct accounting codes; track missing documents; match purchase orders with invoices/receiving documents; control/reconcile main safe, maintain petty cash fund; cash payroll checks; maintain procedural manuals; train and/or assist Accounting Clerk Is or IIs, and Revenue Clerks; perform duties of lower level Accounting Clerks or Revenue Clerks;
8. Processes payments to common carriers for inbound and outbound freight;
9. Performs all work within complex system of work procedures and departmental guidelines; performs special projects as assigned;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Accounting Clerk III

3. Occasional lifting/carrying one to ten pounds of paperwork, office supplies; sometimes up to 30 pounds of coins, boxes of records;
4. Occasional push/pull, up to five to ten pounds of force in opening doors or file drawers;
5. Occasional bending at waist/knees/neck while retrieving items from lower shelves;
6. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork; occasional overhead reaching required;
7. Constant use of sight/speech/hearing abilities in dealing with vendors and coworkers, operating computer and office equipment, completing paperwork, or reading documents/screen.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in processing, verifying, and reviewing documents; reconciling accounts and statements; and ensuring that all financial activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills and be able to apply established procedures to resolve issues and research problems;
3. Must be able to prioritize workload and follow through with projects and instructions;
4. Must possess oral/written communication skills in order to deal with vendors and coworkers in a professional, effective manner;
5. Must possess excellent mathematical skills and be able to read/write/speak English;
6. Must be able to train others;
7. Must be able to deal with work pressure of deadlines, time constraints, multiple priorities, frequent interruptions, and dealing with angry people/complaints;
8. Must be trustworthy and able to handle responsibility of processing millions of dollars in transactions;
9. Must possess good memory to ensure compliance with complex pay procedures, applicable tariffs, taxes, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Vax keyboard/terminal and personal computer, printer, calculator, microfiche, copier, fax machine, typewriter, date paid machine, check writer machine, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of three years of general office experience in bookkeeping or accounting. Ability to use 10-key/calculator and computer terminal.

OTHER SPECIAL QUALIFICATIONS

Computer knowledge and proficiency in dBase and Lotus 1-2-3 required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Administrative Intern

JOB CODE : 051005

DATE PREPARED : April 10, 1990

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs administrative duties under close supervision to provide experience and familiarization with professional administrative functions.

DIMENSIONS

The incumbent reports to an experienced exempt professional who assigns a variety of duties designed to familiarize the incumbent with major department or section functions. A more experienced incumbent may act as a team leader, assigning duties to a small group of clerical employees who are responsible for or part of a project.

NATURE AND SCOPE

1. Performs administrative duties to provide experience and knowledge of the professional functions of the assigned administrative department or section;
2. May assist Administration professionals by writing simple desktop instructions or routine memoranda and letters covering a wide variety of the organization's work;
3. May assist Accounting professionals in performing simple accounting duties such as making entries into a subsidiary ledger, maintaining related files, and preparing account schedules;
4. May assist Purchasing professionals in making routine purchases such as small-dollar, basic commodities; may work with field personnel and vendors to evaluate quotations;
5. May assist Human Resources professionals in analyzing survey data, developing training programs, and analyzing workers' compensation claims or group insurance claims;
6. May assist Labor Relations or Equal Opportunity professionals with research associated with arbitrations, labor negotiations, analysis of applicant flow statistics, or writing the Affirmative Action Plan;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking short distances in office areas while distributing messages, copying, filing, etc.;
2. Frequent to constant sitting at desk or computer while typing, completing paperwork, etc.;
3. Occasional lifting/carrying, paperwork, files, office supplies, up to 20 pounds;

Administrative Intern

4. Occasional push/pull exerting up to five to ten pounds of force, opening doors, file drawers, pushing files to make room;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
6. Occasional kneeling/crouching to reach lower file drawers, while stretching to store or retrieve materials;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, operating calculator, typing, filing, answering telephones, etc.;
8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
9. Constant use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and high degree of accuracy required in completing all assignments;
2. Must be able to follow oral and written instructions and follow through on all assignments;
3. Must be able to use creativity and initiative and apply knowledge and experience in composing correspondence and performing work where established procedures may not be specific;
4. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
5. Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation;
6. Must be able to provide leadership and review work of others in a positive, effective manner if required;
7. Must possess good interpersonal skills and ability to deal with all levels of personnel in a professional and efficient manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Personal computer, typewriter, copier, telephone, fax, other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and completion of the second year of a degree program at an accredited university or college required. The declared degree should pertain to the department to which the incumbent is assigned and be in an administrative field such as business management, accounting, human resources, marketing, or management information systems; an individual working toward a liberal arts degree could be considered for some positions.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license may be required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Assistant Custodial Supervisor

JOB CODE : 050710

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent assists the Housing and Special Services Supervisor in checking Custodians' work to ensure that facilities are cleaned daily according to departmental standards and regulations.

DIMENSIONS

The incumbent reports to the Senior Custodial Supervisor and is responsible for supervising Custodians on assigned shift.

NATURE AND SCOPE

1. Responsible for scheduling, directing, and coordinating work of 10 to 50 Custodians in dormitories, recreation centers, medical facilities, cafeterias, and offices;
2. Supervises housekeeping, assigns and inspects safety, sanitation, fire, and maintenance conditions; and prepares reports on same;
3. Ensures/enforces safety standards and prohibits work in unsafe conditions;
4. Requisitions supplies and equipment;
5. Prepares reports including personnel evaluations, reprimands, attendance, incident summaries, discrepancies, safety meetings, time sheets, and daily activities;
6. Responds to and resolves complaints;
7. Performs semiannual linen inventory;
8. Transports custodians to security, medical facility, or department office when necessary;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking on all types of surfaces while directing, inspecting, and supervising housekeeping operations, up to one mile per shift;
2. Occasional-to-frequent sitting while operating vehicle, riding bike, or at desk while completing paperwork;
3. Occasional lift/carry, up to ten pounds of paperwork, supplies; sometimes up to 35 to 50 pounds of supplies;

Assistant Custodial Supervisor

4. Occasional push/pull, up to ten pounds of force while opening doors/drawers, inspecting work;
5. Frequent climbing stairs or ladders, two to six feet to reach areas to be inspected;
6. Frequent bending/twisting at waist/knees/neck while inspecting work;
7. Occasional kneeling/crouching while inspecting work;
8. Frequent use of both hands/arms in reaching/handling/grasping/fingering while inspecting work, completing paperwork, using telephone, operating vehicle between work sites; occasional overhead reaching required;
9. Constant use of sight/hearing abilities in ensuring work is performed to standards, completing paperwork, and evaluating/maintaining safe work conditions;
10. Constant use of speech abilities in assigning/supervising/training custodians and communicating with supervisor/occupants.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in scheduling, supervising, and inspecting custodial operations to ensure compliance with all sanitation and safety standards;
2. Must be able to organize/prioritize work and delegate to ensure work is completed to standards and within specified time span;
3. Must possess supervisory/leadership and interpersonal skills in order to direct/coordinate, evaluate, and discipline subordinates fairly and consistently;
4. Must possess good oral/written communication skills in preparing reports, evaluations, and communicating with custodians, supervisors, and others in an effective and professional manner;
5. Must be able to read and understand technical information, procedures, and Material Safety Data Sheets;
6. Must possess good memory in order to recall policies and standards;
7. Must be flexible, able to deal with multiple tasks, frequent interruptions, and changing policies.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed indoors in climate-controlled conditions. Occasional exposure to outdoor conditions while traveling between work sites.

Tools & Equipment Used: Cleaning equipment--buffer, broom, mop, vacuum, scrubbers, cleaning supplies, beepers, bike, motor vehicle, mainframe computer, copier, telephone.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of two years of experience in custodial maintenance and housekeeping services with full knowledge of equipment and materials used. Supervisory experience desirable.

OTHER SPECIAL QUALIFICATIONS

Driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Associate Contract Administration Specialist

JOB CODE : 050810

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs a variety of functions in the administration of procurement and rental actions.

DIMENSIONS

The incumbent is supervised by the Contract Administration Section Chief or Chief Purchasing Agent; the incumbent has no supervisory responsibility.

NATURE AND SCOPE

1. Assists in the planning and coordination of activities necessary for acquisition of equipment, construction, materials, and services procured by subcontract;
2. May administer subcontracts which are less complex in nature;
3. Assures all assigned procurements are executed in accordance with Company and DOE policies and procedures;
4. May participate in the evaluation of bids, proposals, and vendors;
5. Coordinates the surveillance of subcontractors in the performance of their contracts;
6. Contacts middle management personnel both inside and outside the Company to obtain approval for procurement, modification, legal determination, and administration of subcontracts and agreements;
7. Assures that all terms and conditions of the procurement are met;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Occasional standing/walking in office, short distances; sometimes outdoors while inspecting rental equipment or construction projects;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying one to five pounds of paperwork, office supplies;
4. Occasional push/pull up to five pounds of force in opening doors or file drawers;
5. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
6. Constant use of sight/speech/hearing abilities in dealing with vendors and coworkers, operating computer and office equipment, completing paperwork, or reading documents/screen; visual acuity in near- and mid-range vision required.

Associate Contract Administration Specialist

Mental

1. Constant mental alertness and attention to detail are required in processing, verifying, and reviewing documents, ensuring that subcontractors comply with all policies and procedures; and inspecting work/equipment to assure that it meets with contracts;
2. High degree of accuracy required in ensuring compliance with highly detailed policies and procedures;
3. Must be able to use independent judgement, organizational, and problem-solving skills in evaluating bids, vendors, and performance of work;
4. Must be able to follow through with projects and instructions;
5. Must possess excellent oral/written communication skills in order to deal with vendors, customers, and coworkers in a professional, effective manner;
6. Must possess excellent mathematical skills and be able to read/write/speak English;
7. Must be able to follow multiple tasks and complete all assignments within assigned timelines;
8. Must be able to deal with work pressure of deadlines and interruptions.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Personal computer, mainframe computer, printer, typewriter, copier, calculator, fax, telephone, general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

Four-year degree in Business Administration required.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Auditor I

JOB CODE : 050815

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent assists in conducting internal audits of the Company's financial and functional activities.

DIMENSIONS

The incumbent reports to the Internal Auditor Manager or designated Senior Auditor. This position has no supervisory responsibility.

NATURE AND SCOPE

1. Performs routine auditing duties such as verifying petty cash funds, checking assigned subsidiary ledger accounts against supporting bills/vouchers, checking and balancing various subsidiary ledgers against control accounts, checking transactions for compliance with specific procedures;
2. Sets up cross-references, assembles audit working papers, summarizes work performed;
3. Advances to more responsible assignments as proficiency is gained;
4. Occasionally travels and performs field work;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying, 1 to 10 pounds of paperwork, office supplies; sometimes up to 20 to 25 pound boxes of records;
4. Occasional push/pull up to five pounds of force in opening doors or file drawers;
5. Occasional climbing stairs, two to three flights, to reach work area;
6. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
7. Constant use of sight/speech/hearing abilities in operating computer and office equipment, completing paperwork, reading documents/screen, and dealing with supervisors and coworkers.

Auditor I

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in verifying and reviewing financial and functional records, ensuring that all activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to follow through with projects and instructions;
4. Must possess oral/written communication skills in order to deal with coworkers in a professional, effective manner;
5. Must possess excellent mathematical skills including algebra;
6. Must be able to read/write/speak English and record data accurately;
7. Must be able to follow multiple tasks, often with frequent interruptions.

WORKING CONDITIONS AND EQUIPMENT USED

Work is normally performed indoors in an office environment.

Tools & Equipment Used: Mainframe and personal computers, calculator, copier, fax machine, typewriter, telephone, and other general office equipment, motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

Four year degree in accounting or business administration required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer skills required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Benefits Assistant

JOB CODE : 050715

DATE PREPARED : August 1, 1983

Revised: October 25, 1993

SUMMARY STATEMENT

The incumbent processes enrollment and changes to insurance, retirement, and savings plans; establishes and maintains accurate documents; assists with mass enrollments and plan changes; balances general ledger benefit accounts; has frequent interaction with employees at all levels, insurance carriers, plan provider, and administrative service agencies.

DIMENSIONS

The incumbent reports to a Senior Benefits Assistant. The incumbent has no supervisory responsibility.

NATURE AND SCOPE

1. Reconciles weekly and monthly payroll deduction registers and the corresponding General Ledger accounts;
2. Processes name changes, marital changes, changes in enrollment plans, etc., verifying and checking for accuracy;
3. Prepares and enters data into computer;
4. Prepares weekly, monthly, and yearly reports as required;
5. Handles in-office and telephone inquiries; maintains log of all requests/changes;
6. May work on special projects as assigned such as open enrollment, mass plan changes, records audits, etc.;
7. Performs general office duties as required;
8. Provides employee benefit orientation for new employees;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying, one to ten pounds of paperwork, office supplies, computer reports;
4. Occasional push/pull up to five to ten pounds of force in opening doors or file drawers;
5. Occasional climbing two to three foot step ladder while filing;

Benefits Assistant

6. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
7. Constant use of sight/speech/hearing abilities in dealing with customers, and coworkers, operating computer and office equipment, answering telephone, completing paperwork, or reading documents/screen.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy are required in processing, verifying, and reviewing records, reconciling ledger accounts and statements, and ensuring that all activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to prioritize assignments and follow through with projects and instructions;
4. Must possess effective interpersonal and oral/written communication skills in order to deal with employees and coworkers in a professional, empathetic, and effective manner;
5. Must be able to deal with pressure of multiple tasks, frequent interruptions, and dealing with discontented employees;
6. Must possess excellent mathematical skills;
7. Must be adaptable and flexible to meet changing work requirements.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Personal computer, printer, calculator, microfiche, copier, fax machine, typewriter, ladder, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required with course work in accounting or bookkeeping; two years of experience in accounting or bookkeeping and prior experience in employee benefits required. One year of experience with defined benefit, defined contribution retirement plans, and government filings is desirable.

OTHER SPECIAL QUALIFICATIONS

Computer knowledge and proficiency in dBase and Lotus 1-2-3, 10-key by touch required. Knowledge of federal regulations required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Bindery Operator

JOB CODE : 050XXX

DATE PREPARED : May 24, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for setup, operation, and maintenance of all bindery equipment necessary to perform a variety of bindery operations at NTS.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief or Assistant Section Chief and may review or assign work of personnel working in bindery operations.

NATURE AND SCOPE

1. Completes all assignments relating to the finishing of printing projects; performs procedures relating to pre- and post-bindery operations, stripping, and layout;
2. Operates various bindery equipment and related equipment; makes adjustments and performs maintenance activities as required;
3. Performs comb and bellows, binding, stitching, and related duties in general bindery operations; performs paper cutting, punching, fastening, perforation, folding, trimming, slitting, drilling, consecutive numbering, and binding of various types;
4. Completes all necessary activities in the shipment of finished products; maintains logs as required;
5. Maintains quality and quantity of production levels as established by management;
6. Directs and assists in the training of assigned personnel;
7. Receives incoming requests and assists in the scheduling of work assignments;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking in bindery equipment areas of print shop, short distances;
2. Occasional sitting while operating equipment;
3. Occasional lift/carry, papers, tools, supplies, up to 30 pounds;
4. Occasional push/pull, opening doors/drawers requiring force up to five to ten pounds;
5. Occasional bending/twisting at waist/knees to reach lower areas;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Bindery Operator

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating equipment; frequent use of fine motor skills; overhead reaching required;
7. Constant use of sight abilities in performing duties; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range vision;
8. Frequent use of speech/hearing abilities in communicating with customers, supervisors, coworkers to determine work specifications.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in operating bindery equipment to meet exacting specifications and maintaining a safe work environment;
2. Must be able to work independently, prioritize work load, and follow through on all projects;
3. Must possess independent judgement and ability to complete all assignments according to customer requirements and time frames;
4. Must possess good mathematical skills;
5. Must be able to read/write/speak English and communicate with customers, coworkers, and supervisors in order to determine and clarify work requirements;
6. Must possess good grammar and proofreading skills;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in bindery equipment area of printing plant.

Tools & Equipment Used: Bindery equipment including drills, collating machines, folders, paper cutters, hand tools, computer, copier, fax, telephone, velo, comb, saddle and tape, perfect binding equipment, consecutive numbering machine.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. One year of trade school or course work in bindery operations, three or more years in the printing field, or one year as a Bindery Operator Trainee required.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Bookkeeper

JOB CODE : 050715

DATE PREPARED : August 1, 1983

Revised: October 25, 1993

SUMMARY STATEMENT

The incumbent processes enrollment and changes to insurance, retirement, and savings plans; establishes and maintains accurate documents; assists with mass enrollments and plan changes; balances general ledger benefit accounts; has frequent interaction with employees at all levels, insurance carriers, plan provider, and administrative service agencies.

DIMENSIONS

The incumbent reports to a Chief Bookkeeper. The incumbent has no supervisory responsibility.

NATURE AND SCOPE

1. Reconciles weekly and monthly payroll deduction registers and the corresponding General Ledger accounts;
2. Processes name changes, marital changes, changes in enrollment plans, etc., verifying and checking for accuracy;
3. Prepares and enters data into computer;
4. Prepares weekly, monthly, and yearly reports as required;
5. Handles in-office and telephone inquiries; maintains log of all requests/changes;
6. May work on special projects as assigned such as open enrollment, mass plan changes, records audits, etc .
7. Performs general office duties as required;
8. Provides employee benefit orientation for new employees;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying, one to ten pounds of paperwork, office supplies, computer reports;
4. Occasional push/pull up to five to ten pounds of force in opening doors or file drawers;
5. Occasional climbing two to three foot step ladder while filing;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Bookkeeper

6. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
7. Constant use of sight/speech/hearing abilities in dealing with customers, and coworkers, operating computer and office equipment, answering telephone, completing paperwork, or reading documents/screen.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy are required in processing, verifying, and reviewing records, reconciling ledger accounts and statements, and ensuring that all activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to prioritize assignments and follow through with projects and instructions;
4. Must possess effective interpersonal and oral/written communication skills in order to deal with employees and coworkers in a professional, empathetic, and effective manner;
5. Must be able to deal with pressure of multiple tasks, frequent interruptions, and dealing with discontented employees;
6. Must possess excellent mathematical skills;
7. Must be adaptable and flexible to meet changing work requirements.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Personal computer, printer, calculator, microfiche, copier, fax machine, typewriter, ladder, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required with course work in accounting or bookkeeping; two years of experience in accounting or bookkeeping and prior experience in employee benefits required. One year of experience with defined benefit, defined contribution retirement plans, and government filings is desirable.

OTHER SPECIAL QUALIFICATIONS

Computer knowledge and proficiency in dBase and Lotus 1-2-3, 10-key by touch required. Knowledge of federal regulations required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Chief Bookkeeper

JOB CODE : 050820

DATE PREPARED : August 1, 1983

Revised: October 25, 1993

SUMMARY STATEMENT

The incumbent is responsible for providing direction, problem-solving, and training for health and welfare benefits; establishment and maintenance of accurate documents; mass enrollment and plan change activities; and balancing of benefit ledger accounts; acts as liaison for installing and maintaining employee benefit computer systems with Human Resource Information Center.

DIMENSIONS

The incumbent reports to the Employee Benefits Administrator and reviews work of Bookkeepers.

NATURE AND SCOPE

1. Reconciles General Ledger accounts which involves reconciliation of weekly/monthly registers, resolving discrepancies in figures, processing enrollment changes and cancellations, allocating payments, preparing vouchers, payment memoranda, and wire transfers of funds, etc.;
2. Conducts audits of distributions monthly; audits tax reports and corrects discrepancies;
3. Plans work, schedules, and trains Bookkeepers; assigns and reviews work;
4. Conducts exit interviews with terminated/retired employees;
5. Prepares and reviews weekly, monthly, yearly reports as required;
6. Handles telephone inquiries, writes letters, maintains procedural manuals, coordinates with other departments as required;
7. Interfaces with Human Resources Information Center for production of computer reports;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying one to ten pounds of paperwork, office supplies;
4. Occasional push/pull, up to five to ten pounds of force in opening doors or file drawers;
5. Occasional climbing two to three foot stepladder while filing;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Chief Bookkeeper

6. Frequent to constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
7. Constant use of sight/speech/hearing abilities in dealing with employees, subordinates, operating computer and office equipment, answering telephone, completing paperwork, or reading documents/screen.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in processing, verifying, and reviewing records, reconciling ledger accounts and statements, supervising/training employees, and ensuring that all activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to prioritize work assignments and follow through with projects and instructions;
4. Must possess excellent oral/written communication skills in order to deal with employees and coworkers in a professional, effective manner;
5. Must be able to deal with pressure of multiple tasks, frequent interruptions, and dealing with discontented employees;
6. Must possess excellent mathematical skills;
7. Must possess good memory, be able to recall complex tax laws (i.e., 401k) and know how they apply to relevant situations; must be knowledgeable in the use of applicable resource materials;
8. Must be able to effectively train and motivate others;
9. Must be adaptable and flexible to meet changing work requirements.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a climate-controlled office environment.

Tools & Equipment Used: Personal computer, printer, calculator, microfiche, copier, fax machine, typewriter, ladder, other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and course work in college accounting or equivalent required. Five years of experience in accounting/bookkeeping and prior experience in employee benefits required, one year of which should have been working with defined benefits and defined contributions plans.

OTHER SPECIAL QUALIFICATIONS

Course work in computer applications including dbase, Lotus 1-2-3, and MS Windows. Must be able to use 10-key by touch. Knowledge of federal regulations is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Chief Reproduction Machine Operator

JOB CODE : 050725

DATE PREPARED : April 28, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent operates and maintains a variety of complex equipment which may include printing presses, high-speed computerized duplicating equipment, and related accessory bindery equipment to produce classified and unclassified materials according to customer specifications and Company regulations.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief or Assistant Section Chief and may supervise or review the work of Reproduction Machine Operator Is and IIs.

NATURE AND SCOPE

1. Possesses extensive knowledge and experience in all operations of print shop; may be assigned to specific areas including printing, duplicating, copying, or bindery operations;
2. Operates high-speed computerized publishing system copiers or small or large offset printing presses to process classified and unclassified materials to meet customer specifications and deadlines; may operate other equipment such as bindery equipment, collators, drill press, and blueline equipment as required;
3. Performs minor maintenance on machinery, including loading paper, clearing paper jams, checking/replacing stitcher wire and spools, changing toner, cleaning glass, and other related activities;
4. Examines work to identify preproduction problems and notifies customer; proofreads and inspects work of Reproduction Machine Operator Is and IIs as assigned to ensure accuracy and compliance with customer specifications;
5. Maintains and orders supplies as needed; conducts supply inventories as required;
6. Keeps records of reproduction activity, completes reports monthly or as required, and performs general cleanup in work area as required;
7. May train, supervise, or assign work to other equipment operators;
8. Cross trains on various types of duplicating equipment; fills in for other operators as required;
9. Performs counter work, screening customer requests, and giving advice on how best to achieve desired results;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent to constant standing/walking, short distances in work area;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Chief Reproduction Machine Operator

2. Occasional sitting while programming equipment or completing paperwork;
3. Frequent lifting/carrying paper or supplies up to 25 pounds; occasionally up to 50-pound boxes of paper;
4. Frequent pushing/pulling exerting force up to 15 to 25 pounds while clearing paper jams and performing maintenance on machines;
5. Frequent bending/twisting at waist/knees while loading paper or performing maintenance on machines;
6. Occasional kneeling while performing maintenance on machines;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating printing and duplicating equipment, loading paper, performing maintenance, etc.;
8. Constant use of sight/hearing abilities in operating and monitoring printing and duplicating equipment and performing maintenance as required; visual requirements include color vision and visual acuity in near- and mid-range vision;
9. Frequent use of speech ability in clarifying customer orders and communicating with supervisors and coworkers.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in operating complex printing and high-speed computerized duplicating equipment to meet customer specifications;
2. Must be able to work independently and follow through on all assignments; must possess excellent problem solving and troubleshooting skills;
3. Must be able to delegate work to Reproduction Machine Operator Is and IIs;
4. Must be able to work quickly and accurately to meet deadlines;
5. Must possess excellent planning/organizational skills to meet customer specifications and deadlines in the most efficient manner;
6. Must possess creativity and spatial reasoning skill in assisting customers in determining the best way to obtain desired results;
7. Must possess oral/written communication skills in order to deal with customers, coworkers, and supervisors in an efficient, professional manner;
8. Must possess basic mathematical skills and ability to read/write/speak English, be able to read and understand customer work orders and technical operation manuals, keep records, and complete reports;
9. Must be able to provide training, supervision, and/or leadership to assigned personnel.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in reproduction equipment room, bindery, or shipping area.

Tools & Equipment Used: Small and large offset printing presses and attachments, high-speed computerized duplicating equipment, computers, bindery equipment, paper punches, drills, presses, staplers, collators, toner/fixer, other reproduction equipment supplies/chemicals, consecutive numbering machine, perfect binding machine, and paper cutter.

Chief Reproduction Machine Operator

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of three years of experience in skilled operation of high-speed computerized duplicating or complex printing equipment, computers, bindery equipment, paper punches, drills, staplers, collators, toner/fixer, and other reproduction equipment. Supervisory experience preferred.

OTHER SPECIAL QUALIFICATIONS

Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Computer Operator I

JOB CODE : 050405

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent learns the operation of a mainframe computer; batch processing throughout a multisite data center. Under supervision, operates, monitors, and maintains all computer systems and peripherals, performing operator functions.

DIMENSIONS

The incumbent reports to Computer Operator IIs and IIIs. The incumbent has no supervisory responsibility.

NATURE AND SCOPE

1. Operates all mainframe computers in all three centers; must be knowledgeable in rebooting and running/operating equipment;
2. Processes input from data area and users through computer following standard procedures;
3. Prints reports from job output and distributes appropriately;
4. Maintains log of all jobs processed;
5. Maintains peripherals such as tape drives, printers, disk drives; loads paper, changes ribbons, restocks supplies;
6. Prioritizes jobs; solves problems concerning incomplete jobs;
7. Performs general duties such as answering telephones, escorting visitors, etc., as required.
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in computer room while monitoring and operating equipment;
2. Frequent sitting while working at computer terminal or completing paperwork;
3. Frequent lift/carry, 1 to 20 pounds of paperwork, tapes, supplies, printouts; occasionally up to 45-pound boxes of computer paper;
4. Occasional push/pull requiring force up to 10 pounds while opening doors/drawers, loading boxes, etc.;
5. Occasional bending/twisting at waist/knees while changing printer paper, picking up printouts;

Computer Operator I

6. Occasional kneeling/crouching while changing printer paper;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating keyboard, changing tapes, changing paper/ribbons, sorting printouts, answering telephones, completing paperwork, etc.;
8. Constant use of sight/hearing abilities in monitoring and operating computer equipment, maintaining security of alarms systems, and maintaining a safe work environment;
9. Frequent use of speech abilities in communicating with coworkers, receiving instructions, answering user inquiries.

Mental

1. Frequent mental alertness, attention to detail, and high degree of accuracy required in operating, monitoring, and maintaining a wide range of computer equipment and peripherals;
2. Must be able to work independently, follow written and verbal instructions, and advise supervisor if questions or problems arise;
3. Must maintain good attendance record, be willing to work unusual hours, varied shifts, holidays, make up for equipment downtime, etc., to meet user schedules/job priorities;
4. Must be able to deal with pressure to meet deadlines, undesirable work hours;
5. Must be aware of Computer Security and Protection Plans and requirements for escorting uncleared personnel in computer areas;
6. Must be able to read/write/speak English, possess basic mathematical skills, and be able to communicate with coworkers and supervisors.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed in computer room where 68-degree temperature is maintained for optimum computer operation.

Tools & Equipment Used: Mainframe computers, personal computers, terminals, monitors, printers, disk drives, tape drives, microfiche, telephone, general office equipment, back support belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Six months of clerical office experience.

OTHER SPECIAL QUALIFICATIONS

Must be able to obtain "Q" clearance. Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Computer Operator II

JOB CODE : 050605

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent operates on-line and off-line equipment throughout three data centers to process data and produce reports to satisfy user requirements in an effective and efficient manner.

DIMENSIONS

The incumbent reports to Computer Operator IIIs and Data and Operations Supervisor. The incumbent has no supervisory responsibility, but does assist in training of Computer Operator Is.

NATURE AND SCOPE

1. Processes input from data area and users through computer following complex operating procedures; assists with monitoring and managing several computer production queues;
2. Responsible for all output Automated Data Processing (ADP) media; prints reports from job output;
3. Assists or participates in detailed shift turnovers and checking equipment and work processing; maintains log of all jobs processed;
4. Updates/edits all tables, load decks, and parameter files; schedules all ADP work load with minimum of supervision; prioritizes jobs to maximize computer utilization;
5. Maintains peripherals such as tape drives, printers, disk drives; loads paper and special forms, changes ribbons, restocks supplies;
6. Solves problems concerning incomplete/aborted jobs; follows complex restart procedures;
7. Interfaces with Computer Operators, technical personnel, programmers, and users;
8. Performs general duties such as answering telephones, escorting visitors, etc., as required;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking in computer room while monitoring and operating equipment;
2. Frequent sitting while working at computer terminal or completing paperwork;
3. Frequent lift/carry, 1 to 20 pounds of paperwork, tapes, supplies, printouts; occasionally up to 45-pound boxes of computer paper;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Computer Operator II

4. Occasional push/pull requiring force up to ten pounds while opening doors/drawers, loading boxes, etc.;
5. Occasional bending/twisting at waist/knees while changing printer paper, picking up printouts;
6. Occasional kneeling/crouching while changing printer paper;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating keyboard, changing tapes, changing paper/ribbons, sorting printouts, answering telephones, completing paperwork, etc.
8. Constant use of sight/hearing abilities in monitoring and operating computer equipment, maintaining security of alarms systems, and maintaining a safe work environment;
9. Frequent use of speech abilities in communicating with coworkers, receiving instructions, answering user inquiries.

Mental

1. Frequent mental alertness, attention to detail, and high degree of accuracy required in operating, monitoring, and maintaining a wide range of computer equipment and peripherals;
2. Must be able to work independently, follow written and verbal instructions
3. Must be able to use logic, organizational, and problem-solving skills to prioritize workload for most efficient computer operation and to identify and correct incomplete jobs;
4. Must maintain good attendance record, be willing to work unusual hours, holidays, make up for equipment down time, etc. to meet user schedules/job priorities;
5. Must be able to deal with pressure to meet deadlines, undesirable work hours;
6. Must be aware of Computer Security and Protection Plans and requirements for escorting uncleared personnel in computer areas;
7. Must be able to read/write/speak English, possess basic mathematical skills, and be able to communicate with customers, coworkers and supervisors and assist in training new operators.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed in computer room where 68-degree temperature is maintained for optimum computer operation.

Tools & Equipment Used: Mainframe computers, personal computers, terminals, monitors, printers, disk drives, tape drives, microfiche, telephone, general office equipment, back support belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of experience in computer operations or one year as Computer Operator I required. Course work in data processing desirable.

OTHER SPECIAL QUALIFICATIONS

Must be able to obtain "Q" clearance. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Computer Operator III

JOB CODE : 050825

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for all computer operations within assigned area/shift necessary to process data and produce reports to satisfy data processing schedules required by the Company and its users.

DIMENSIONS

The incumbent reports to the Data and Operations Supervisor. The incumbent supervises activities of Computer Operator Is and IIs and supervises in the absence of Data and Operations Supervisor.

NATURE AND SCOPE

1. Responsible for detailed shift turnovers, checking equipment, and work processing; maintains logs of all work processed;
2. Plans and coordinates all work efforts necessary to assure an efficient and productive operation of computer center equipment;
3. Documents incoming and completed jobs;
4. Verifies that all jobs have run accurately; looks for error conditions, unusual circumstances, and takes corrective action if necessary;
5. Interacts with users, programmers, technical support personnel, and management regarding computer operations;
6. Trains/schedules/supervises Computer Operator Is and IIs;
7. Determines whether failures are due to machine or program failures; finds alternative method of getting work done;
8. Performs backups, start up/shut down procedures, and preventive maintenance; writes and maintains computer operation procedures;
9. Performs duties of Computer Operator Is and IIs when necessary; orders computer supplies;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in computer room while monitoring and operating equipment;
2. Frequent sitting while working at computer terminal or completing paperwork;

Computer Operator III

3. Frequent lift/carry, 1 to 20 pounds of paperwork, tapes, supplies, printouts; occasionally up to 45-pound boxes of computer paper;
4. Occasional push/pull requiring force up to ten pounds while opening doors/drawers, loading boxes, etc.;
5. Occasional bending/twisting at waist/knees while changing printer paper, picking up printouts;
6. Occasional kneeling/crouching while changing printer paper;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating keyboard, changing tapes, changing paper/ribbons, sorting printouts, answering telephones, completing paperwork, etc.
8. Constant use of sight/hearing abilities in monitoring and operating computer equipment, maintaining security of alarms systems, and maintaining a safe work environment;
9. Frequent use of speech abilities in communicating with coworkers, receiving instructions, answering user inquiries.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in operating, monitoring, and maintaining a wide range of computer equipment and peripherals;
2. Must be able to work independently, follow written and verbal instructions
3. Must be able to use logic, organizational and problem-solving skills, and knowledge of processing flow to prioritize work load for most efficient computer operation; develop new procedures; and to identify and correct daily situations;
4. Must be flexible, keep up with changes in equipment and software; willing to work unusual hours, varied shifts, holidays, make up for equipment downtime, etc., to meet user schedules/job priorities; must maintain good attendance record;
5. Must be able to deal with pressure to meet deadlines, undesirable work hours;
6. Must be aware of Computer Security and Protection Plans and requirements for escorting uncleared personnel in computer areas;
7. Must be able to read/write/speak English, possess basic mathematical skills, and be able to communicate with users, coworkers, and supervisors in an effective and professional manner;
8. Must be able to train and supervise assigned personnel.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed in computer room where 68-degree temperature is maintained for optimum computer operation.

Tools & Equipment Used: Mainframe computers, personal computers, terminals, monitors, printers, disk drives, tape drives, microfiche, telephone, general office equipment, back support belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and three years of experience in computer operations required. Course work in data processing preferred.

Computer Operator III

OTHER SPECIAL QUALIFICATIONS

Must have knowledge of Digital Computer Language. Must be able to obtain "Q" clearance. Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Courier

JOB CODE : 050205

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent receives and delivers mail, packages, and messages on an assigned route following procedures established by the department.

DIMENSIONS

The incumbent has no supervisory responsibilities and reports to an Office Assistant IV or a Messenger Supervisor.

NATURE AND SCOPE

1. Receives, sorts, and delivers mail, including classified material and other documents, from various locations by following a predetermined route;
2. Drives light vehicles to predetermined pickup and delivery points and makes special trips when required;
3. Completes a Daily Vehicle Inspection Checklist form to assure that all mail room vehicles are in safe operating condition;
4. Operates mailing machines and postage scales so that the most economical rate is used for outgoing mail;
5. Operates facsimile equipment and reproduction equipment as required;
6. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent to constant standing/walking short distances while picking up/delivering mail between vehicle and building;
2. Frequent sitting while operating vehicle between pickup and delivery points;
3. Frequent lifting up to 20 to 50 pound mail sacks and packages; up to 30 repetitions per shift;
4. Occasional pushing/pulling of mail carts to and from buses and light vehicles exerting 10 to 30 pounds of force;
5. Frequent climbing in and out of light vehicles; occasional climbing stairs, two flights five to ten times per shift;
6. Constant bending/twisting/turning at waist while sorting, loading/unloading mail, driving motor vehicle throughout shift;

Courier

7. Constant use of both hands/arms in reaching/handling/grasping/fingering while sorting and delivering mail, operating vehicle, completing paperwork, and using office equipment; frequent reaching above waist level;
8. Constant use of sight abilities in sorting/delivering mail, operating vehicle, and maintaining a safe work place;
9. Frequent use of speech/hearing abilities in communicating with fellow workers and supervisors.

Mental

1. Constant mental alertness, concentration, and attention to detail required in operating motor vehicle, sorting/delivering mail, and maintaining a safe work place;
2. Must possess independent judgement and ability to plan/organize/prioritize work based on section procedures which deal with sorting and distributing mail and other day-to-day work assignments;
3. Must be able to handle highly sensitive materials where errors could result in a security breach on a national level in a secure and responsible manner;
4. Must be flexible and able to work unusual hours and shifts at remote locations as required;
5. Must be able to read/write/speak English, read addresses, and communicate with fellow workers and supervisors; must be able to read maps, routes, and schedules;
6. Must possess basic mathematical skills in order to operate postage equipment to determine most economical rate;
7. Must be able to deal with constant pressure of schedules and deadlines and working with classified materials;
8. Must be able to follow established procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed both indoors and outdoors, driving government-owned light vehicles in all weather and traffic conditions on paved and unpaved roads to remote areas at the NTS and Las Vegas.

Tools & Equipment Used: Van, mini-van, truck, mail carts, hand truck, mailing machines, postage scales and meters, mail sacks, bins, and trays, copy machine, and fax. Safety equipment includes safety shoes, seat belts, and back support belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of related work experience required. Mailroom experience required.

OTHER SPECIAL QUALIFICATIONS

The incumbent will be required to drive light vehicles in all weather conditions and to wear safety shoes. Valid driver's license required. "Q" clearance required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Data Control Analyst

JOB CODE : 050730

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent logs, edits, and controls input and output of source documents and distributes reports to satisfy user requirements in an effective and efficient manner. Responsible and accountable for work flow of input/output and all activities related to heavy production schedules generated by the Company's batch job processing.

DIMENSIONS

The incumbent reports to the Data and Operations Supervisor. The incumbent supervises Office Assistant Is and IIs assigned to the Data Control Branch.

NATURE AND SCOPE

1. Researches variances and out-of-balance conditions;
2. Balances totals and checks data from computer output;
3. Successfully processes company batch jobs to meet user Automated Data Processing (ADP) schedules and meet supervisor's expectations by determining priorities and utilizing available resources effectively with minimal supervision;
4. Computes and posts report totals to designated logs;
5. Maintains peripherals such as tape drives, printers, disk drives; loads paper and special forms, changes ribbons, restocks supplies;
6. Maintains log of all jobs processed; prints reports from job output and distributes appropriately;
7. Interfaces with Computer Operators, Documentation Control, personnel, and users;
8. Performs general duties such as answering telephones, escorting visitors, filing, ordering supplies, etc., as required;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in computer room while monitoring and operating equipment;
2. Frequent sitting while working at computer terminal or completing paperwork;
3. Frequent lift/carry 1 to 20 pounds of paperwork, tapes, supplies, printouts; occasionally up to 45-pound boxes of computer paper;
4. Occasional push/pull requiring force up to ten pounds while opening doors/drawers, loading boxes, etc.;

Data Control Analyst

5. Occasional bending/twisting at waist/knees while changing printer paper, picking up printouts;
6. Occasional kneeling/crouching while changing printer paper;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating keyboard, changing tapes, changing paper/ribbons, sorting printouts, answering telephones, completing paperwork, etc.;
8. Constant use of sight/hearing abilities in monitoring and operating computer equipment, reading reports/logs/screens, maintaining security of alarms systems, and maintaining a safe work environment;
9. Frequent use of speech abilities in communicating with coworkers, giving/receiving instructions, answering user inquiries.

Mental

1. Frequent mental alertness, attention to detail, and high degree of accuracy required in balancing and logging computer output, ensuring proper distribution of reports in a timely manner;
2. Must be able to work independently and follow written and verbal instructions
3. Must be able to use logic, organizational, and problem-solving skills to prioritize workload and to identify and correct discrepancies in computer output;
4. Must maintain good attendance record, be willing to work unusual hours, varied shifts, and/or holidays, make up for equipment downtime, etc., to meet user schedules/job priorities;
5. Must be able to deal with pressure to meet deadlines, undesirable work hours;
6. Must be aware of Computer Security and Protection Plans and requirements for escorting uncleared personnel in computer areas;
7. Must be able to read/write/speak English, possess basic mathematical skills, and be able to communicate with customers, coworkers, and supervisors.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in computer room where 68-degree temperature is maintained for optimum computer operation.

Tools & Equipment Used: Mainframe computers, personal computers, terminals, monitors, printers, disk drives, tape drives, telephone, general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and three years of experience on mainframe and personal computers in accounting, bookkeeping, or automated data processing required. Course work in data processing desirable.

OTHER SPECIAL QUALIFICATIONS

Experience in accountability for ADP input/output desirable. Supervisory experience desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Data Entry Operator I

JOB CODE: 050210

DATE PREPARED: April 27, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for production keying and verifying data from source documents into computer according to standard procedures.

DIMENSIONS

The incumbent reports to the Data Entry Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Enters data from various source documents into computer databases, verifies data as required; and makes corrections as necessary;
2. Updates databases; corrects errors when identified during research or as assigned;
3. Must key at a rate to meet established acceptable monthly quantities with less than one percent error;
4. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
5. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking short distances in office areas;
2. Constant sitting at desk or computer while entering data, completing paperwork, etc.;
3. Occasional lifting/carrying, paperwork, files, office supplies up to ten pounds;
4. Occasional push/pull exerting up to five to ten pounds of force, opening doors, file drawers;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, filing, answering telephones, etc.;
7. Constant use of sight abilities in reading source documents, operating computer, verifying data, and maintaining a safe work environment;
8. Occasional use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in entering and verifying data;

Data Entry Operator I

2. Must be able to follow oral and written instruction, follow through on all assignments, and solve questions and problems using established procedures or by asking supervisor;
3. Must maintain good attendance record, be willing to work unusual hours, varied shifts, holidays, and make up for equipment downtime, etc., to meet user schedules/job deadlines;
4. Must be able to meet required deadlines;
5. Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Mainframe and/or personal computer, telephone, general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of data entry experience required.

OTHER SPECIAL QUALIFICATIONS

Keying 39 records in 15 minutes with 3 or fewer errors. Ability to obtain "Q" clearance required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Data Entry Operator II

JOB CODE : 050410

DATE PREPARED : April 27, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for interpreting, keying, and verifying data from source documents into computer according to standard procedures.

DIMENSIONS

The incumbent reports to the Data Entry Supervisor and may fill in when the supervisor is absent.

NATURE AND SCOPE

1. Enters data from various source documents into computer databases, verifies data as required; creates files and makes file corrections as required; must key at a rate to meet established acceptable monthly quantities with less than one percent error;
2. Assists Data Entry Operators in interpretation of source documents or procedures; reviews procedures for clarity to ensure correctness and productivity;
3. Updates databases, corrects errors when identified during research or as assigned;
4. Batches source documents daily for keying and verifying; maintains log of all input/output documents;
5. Transfers files to computer operations as required; retrieves files for correction as necessary;
6. May perform supervisory duties in absence of Data Entry Supervisor; coordinates job priorities and distributes work load accordingly;
7. Prioritizes jobs; solves problems concerning incomplete jobs;
8. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas;
2. Constant sitting at desk or computer while entering data, completing paperwork, etc.;
3. Occasional lifting/carrying, paperwork, files, office supplies up to ten pounds;
4. Occasional push/pull exerting up to five to ten pounds of force, opening doors, file drawers;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;

Data Entry Operator II

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, filing, answering telephones, etc.;
7. Constant use of sight abilities in reading source documents, operating computer, verifying data, and maintaining a safe work environment;
8. Occasional use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in entering and verifying data;
2. Must be able to follow oral and written instruction, follow through on all assignments, and solve questions and problems using established procedures or by asking supervisor;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation;
5. Must maintain good attendance record, be willing to work unusual hours, varied shifts, holidays, and make up for equipment downtime to meet user schedules/job deadlines;
6. Must possess good communication skills; be able to provide leadership and train/direct others in a positive and effective manner;
7. Must be able to deal with pressure of meeting peak production schedules and deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Mainframe and/or personal computer, telephone, general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of data entry experience required.

OTHER SPECIAL QUALIFICATIONS

Keying 39 records in 15 minutes with 3 or fewer errors. Ability to obtain "Q" clearance.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Data Entry Supervisor

JOB CODE : 050610

DATE PREPARED : April 27, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for supervising the work flow of data entry input/output to ensure accurate and timely processing of all documents.

DIMENSIONS

The incumbent reports to the Data and Operations Supervisor and is responsible for supervision of Data Entry Operator Is and IIs.

NATURE AND SCOPE

1. Supervises data entry functions to ensure timely and accurate processing of all documents; monitors production during shift;
2. Responsible for all personnel functions; assigns, reviews, and schedules work; maintains time cards; trains Data Entry Operators; maintains work harmony;
3. Coordinates job priorities and distributes work load accordingly; batches source documents daily for keying and verifying; maintains log of all input/output documents;
4. Assists Data Entry Operators in interpretation of source documents or procedures; reviews procedures for clarity to ensure correctness and productivity;
5. Assists in entering data from various source documents into computer databases; verifies data as necessary; creates files and makes file corrections as required; updates databases; corrects errors when identified during research or as assigned;
6. Transfers files to computer operations as required; retrieves files for correction as necessary;
7. Reviews, researches, and gives instructions for any source document submitted by a user;
8. Generates necessary paperwork/reports, answers telephones;
9. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional to frequent standing/walking short distances in office areas while assigning work, supervising operators;
2. Frequent sitting at desk or computer while batching/sorting documents, entering data, completing paperwork, etc.;
3. Occasional lifting/carrying, paperwork, files, office supplies up to ten pounds;

Data Entry Supervisor

4. Occasional push/pull exerting up to ten pounds of force, opening doors, file drawers;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, filing, answering telephones, etc.;
7. Constant use of sight abilities in reading source documents, operating computer, verifying data, and maintaining a safe work environment;
8. Frequent use of speech/hearing in training/supervising employees and communicating with coworkers, supervisors, and answering telephones.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in entering and verifying data;
2. Must be able to follow oral and written instruction, follow through on all assignments, and solve questions and problems using established procedures or applying knowledge and experience;
3. Must be able to plan/organize and delegate work to ensure completion in the most efficient manner and meeting required deadlines;
4. Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation;
5. Must possess good interpersonal communication skills, be able to provide leadership and train/direct others in a positive and effective manner;
6. Must be able to deal with pressure of heavy workloads, deadlines, and keeping up with new technology.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Mainframe and personal computers, printers, telephone, general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and three years of data entry and data processing experience required. Two years in a senior or supervisory role required.

OTHER SPECIAL QUALIFICATIONS

Ability to obtain "Q" clearance.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Data Processing Librarian

JOB CODE : 050510

DATE PREPARED : April 28, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent operates and maintains the Data Center Media Library.

DIMENSIONS

The incumbent reports to the Data Operations Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates and maintains a library of magnetic tapes;
2. Cleans, certifies, and degausses all magnetic tapes on a set schedule.
3. Establishes and maintains tape library database and systems for filing, cataloging, shelving, indexing, removing, returning, and safeguarding of tapes;
4. Answers inquiries from library users regarding library materials, locations, content, etc.;
5. Delivers magnetic tapes to users as requested;
6. Interfaces with offsite storage facilities;
7. Adds new tapes and replaces damaged/worn out tapes on an as-needed basis;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking throughout library while shelving, delivering tapes, assisting library patrons;
2. Occasional to frequent sitting at desk or computer while completing paperwork, keyboarding, etc.;
3. Frequent lifting/carrying, tapes, supplies, materials up to 45 pounds;
4. Frequent pushing/pulling, exerting force of 10 to 20 pounds while moving carts or sliding tapes on shelves;
5. Occasional climbing, using one to two-step ladder to reach upper library shelves;
6. Frequent bending/twisting at waist/knees/neck while retrieving/shelving materials on upper and lower shelves;
7. Occasional kneeling/crouching while handling materials on lower shelves;

Data Processing Librarian

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while issuing tapes, reshelving, keyboarding, filing, etc.; overhead reaching required;
9. Constant use of sight abilities in reading, sorting, identifying library materials, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
10. Frequent use of speech/hearing abilities in answering questions and determining needs of library users both in person and over telephone.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, and filing library materials;
2. Must be able to work independently and follow through on all tasks;
3. Must be able to plan/organize and prioritize work to handle multiple tasks and requests;
4. Must possess good oral communication and interpersonal skills to deal in a professional and effective manner with all types of library users;
5. Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner;
6. Must use independent judgement, knowledge, and experience in making decisions on when to replace damaged tapes.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in computer room setting where temperature is maintained at constant 68 degrees.

Tools & Equipment Used: Personal computer, magnetic computer tapes, typewriter, copier, microfiche, calculator, telephone, carts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. One year of data processing experience required. Computer terminal and tape media experience desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Drafter

JOB CODE : 050615

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent prepares a variety of drawings and other illustrations in accordance with approved specifications.

DIMENSIONS

The incumbent reports to the Drafting Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares standard drawings, charts, schedules, diagrams, and sketches on assigned work that ranges from simple to somewhat complex in accordance with data and specifications submitted by supervisors; most work is performed on microcomputer;
2. Consolidates details from a variety of sketches, prints, and general design drawings for the purpose of work clarifications; coordinates with Design Engineers as required;
3. Makes necessary calculations following established standards and instructions;
4. Makes tracings or reproductions of finished drawings;
5. Exercises manual skill in manipulation of standard drafting tools;
6. Makes any adjustments or changes to layouts that are necessary or desired;
7. Does special lettering or ornamental work;
8. Makes field investigations to develop data for preparation of drawings;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking in office areas or while performing field work in shop or outdoor work areas while taking measurements;
2. Frequent-to-constant sitting on stool at drafting table or at computer while preparing drawings;
3. Occasional lift/carry papers, tools, supplies up to ten pounds;
4. Occasional push/pull, opening doors/drawers requiring force up to five to ten pounds;

Drafter

5. Occasional bending/twisting at waist/knees to reach lower areas;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating computer or occasionally drawing and using drafting tools; occasional use of fine motor skills;
7. Constant use of sight abilities in preparing work; visual requirements include color vision and visual acuity in near and mid range vision;
8. Frequent use of speech/hearing abilities in communicating with supervisors or coworkers to determine work specifications.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed drawing and diagrams to exacting specifications;
2. Must be able to work independently with moderate guidance on assigned work, prioritize work load, and follow through on all projects;
3. Must possess creativity, independent judgement, and spatial reasoning ability;
4. Must possess basic mathematical skills in order to make necessary calculations;
5. Must be able to read/write/speak English and communicate with coworkers and supervisors in order to determine and clarify work requirements.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office environment. May occasionally travel to shop areas or outdoor sites with exposure to weather conditions.

Tools & Equipment Used: Personal computer, printer, calculator, general office equipment, drafting tools and equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with course work in general drafting required. Two years of drafting experience with thorough knowledge of drafting principles.

OTHER SPECIAL QUALIFICATIONS

Computer experience required, preferably with knowledge of AutoCAD, AutoSOLID.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: ES&H Technical Trainee

JOB CODE : 050515

DATE PREPARED : April 28, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent accepts, inspects, and processes laboratory samples according to Company and DOE procedures and regulations.

DIMENSIONS

The incumbent reports to a health physicist, analytical chemist, laboratory analysis supervisor, or higher level supervisor; receives guidance from lead persons, higher level laboratory technicians, or technical staff; and has no supervisory responsibility.

NATURE AND SCOPE

1. Serves as laboratory sample custodian, accepting samples from customers and inspecting condition and appropriateness of samples;
2. Logs samples and completes checklist describing condition of samples; prepares all necessary paperwork for each sample; may enter information into computer;
3. Prepares and processes samples for analysis by chemists or subcontracted laboratory; labels samples appropriately;
4. Initiates Data Discrepancy Report for any discrepancies noted while logging in and inspecting samples when samples do not meet acceptance criteria;
5. Disposes of nonhazardous samples according to established procedures and regulations;
6. Disposes of hazardous waste from returned samples by returning to waste disposal coordinator according to Company and DOE regulations and procedures;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking short distances throughout laboratory areas while accepting, inspecting, processing, and distributing samples;
2. Occasional sitting at desk while completing paperwork or entering data in computer;
3. Frequent lifting/carrying samples, materials, or paperwork up to 10 to 20 pounds;
4. Occasional pushing/pulling in moving equipment or opening doors and drawers up to ten pounds of force;

ES&H Technical Trainee

5. Occasional bending/twisting at waist/knees while storing/retrieving files and samples on lower shelves;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while accepting, inspecting, labeling, and disposing of samples, recording data, operating computer, and completing paperwork;
7. Constant use of sight abilities in inspecting, processing, and labeling samples, completing paperwork, and maintaining a safe work environment;
8. Frequent use of speech/hearing abilities in communicating with customers, coworkers, chemists, outside laboratories, and supervisors;
9. Occasional-to-frequent use of sense of smell in inspecting samples, detecting chemicals, and maintaining a safe work environment.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in accepting, logging, and inspecting laboratory samples according to procedures and maintaining a safe work environment;
2. Must be able to work independently, follow written and oral instructions, and complete all assignments within required deadlines;
3. Must be able to record data and label samples accurately and learn and understand technical procedures and regulations regarding sample handling, hazardous waste disposal, safety regulations, and other requirements;
4. Must possess oral/written communication skills in order to communicate in an effective and professional manner with customers, coworkers, chemists, and outside laboratories;
5. Must possess basic mathematical skills and be able to read/write/speak English;
6. Must be able to plan/organize work load to ensure all samples are processed and/or disposed of within required timelines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a laboratory.

Tools & Equipment Used: Sample bottles, bags, trays, labels, computer, telephone, hazardous waste containers, safety equipment including safety glasses, gloves, laboratory coat, and safety shoes as required.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. College coursework in physical sciences preferred.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Employee Benefits Processor

JOB CODE : 050905

DATE PREPARED : April 13, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent provides comprehensive administration of industrial injury claims to assure smooth delivery of benefits to claimants while minimizing claims cost; ensures timely medical vendor payment.

DIMENSIONS

The incumbent reports to a Benefits Specialist or Senior Benefits Specialist and has no supervisory responsibility.

NATURE AND SCOPE

1. Establishes and maintains claims files and operates a follow-up system to monitor status of all cases assigned;
2. Prepares all necessary forms and documentation to initiate occupational claims and directs employees in necessary procedures; prepares and assembles proper documentation, reports, notes, hearing preparation, and other necessary information for claims files;
3. Ensures compliance with statutory requirements to limit the overall Company liability for each claim through accurate payment of medical provider billings, application of incentive agreements, and identification of fraudulent or questionable claims expenses;
4. Monitors the State Industrial Insurance System (SIIS) for proper claims management;
5. Enters and retrieves information from computer as necessary;
6. Processes incoming mail for distribution, filing, copying, and/or immediate action if necessary;
7. Records all telephone and in-person conversations and correspondence regarding claims matters in proper file;
8. Answers questions in person and over telephone from claimants, SIIS, REECo departments, insurers, and medical providers regarding claims and benefits;
9. Coordinates information between payroll, insurer, medical provider, claimant, and supervisor to facilitate benefits payments and return to work via letters, telephone, fax, memoranda, etc.;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in carpeted office areas;
2. Constant sitting at desk while completing paperwork, answering telephones, talking to claimants;

Employee Benefits Processor

3. Occasional lift/carry, paperwork, supplies, printouts, manuals up to 10 to 15 pounds;
4. Occasional push/pull, opening doors, file drawers, exerting up to five pounds of force;
5. Occasional bending/twisting at waist/knees/neck while operating computer, to and from seated position, or while retrieving files from lower drawers;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, answering telephones, completing paperwork, filing, etc.;
7. Constant use of sight abilities in reading, keyboarding, etc.; visual acuity in near- and mid-range vision required;
8. Frequent-to-constant use of speech/hearing abilities in communicating with claimants, coworkers, supervisors, SIIS, medical providers, insurers, etc., both in person and over the phone.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in completing paperwork, maintaining documentation, and applying complex statutes;
2. Must possess excellent oral/written communication and interpersonal skills in order to deal tactfully and professionally with ill, injured, or angry claimants, medical providers, insurers, etc.;
3. Must be able to plan and prioritize work load to maximize service to claimants and minimize cost of claims to Company;
4. Must possess excellent memory, ability to understand and apply complex workers' compensation statutes, Company policies, insurance procedures, software programs, etc.;
5. Must be able to deal frequently with pressure of heavy workload, handling upset or angry people, complex procedures and regulations, deadlines, and frequent interruptions;
6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must possess ability to learn/understand medical terminology in dealing with medical providers.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in climate-controlled office.

Tools & Equipment Used: Vax computer terminal, personal computer, printer, telephone, microfiche, fax, typewriter, calculator, copier, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and two years of related work experience required.

OTHER SPECIAL QUALIFICATIONS

Medical terminology and claims or insurance background desirable. Knowledge of Nevada Workers' Compensation Statutes desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Engineering Intern

JOB CODE : 051010

DATE PREPARED : April 17, 1990

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs a variety of engineering duties under close supervision of a Senior Engineer to provide experience and familiarization with some of the basic engineering functions associated with his/her major field of study.

DIMENSIONS

The incumbent receives guidance from and reports to a Senior Engineer.

NATURE AND SCOPE

1. Performs engineering duties which provide experience and knowledge of the professional engineering functions of a department or section;
2. May assist with auditing routine design calculations made by Senior Engineers assigned to conventional projects;
3. May conduct research and summarize articles and data contained in technical manuals necessary to assist members of the engineering staff in the performance of their duties;
4. May assist professional engineers conducting investigations and surveys of field operations by using standard techniques and methods to collect and analyze data;
5. May assist engineers who make basic construction or maintenance schedules that determine the sequencing of the activities of a routine project;
6. May assist engineers in preparing drawings, material lists, and cost estimates associated with a routine project;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking in office, shop areas, or occasionally out in field on all types of surfaces;
2. Occasional-to-frequent sitting at desk or workbench while conducting research, completing paperwork, using computer, etc.;
3. Frequent lifting/carrying 1 to 25 pounds of paperwork, journals, or equipment;
4. Occasional pushing/pulling using one or both arms/hands requiring force of 5 to 10 pounds in opening doors/drawers;

Engineering Intern

5. Occasional climbing stairs or ladders to reach some work areas or higher shelves;
6. Frequent bending/twisting at waist/knees/neck to and from seated position or while observing engineering activities;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while completing paperwork, keyboarding, etc.;
8. Constant use of sight abilities in reading, observing activities, and maintaining a safe work environment; visual requirements include color vision, and visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech/hearing abilities in communicating with engineers, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in conducting research, observing, and assisting in engineering operations;
2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;
3. Must use mechanical aptitude, logic, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;
4. Must possess good mathematical skills including algebra, trigonometry, and calculus and ability to learn to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;
5. Must possess interpersonal skills in order to communicate with Engineers, coworkers, and supervisors in an effective and professional manner;
6. Must be able to read/write/speak English and complete paperwork and logs properly;
7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while riding in vehicle between sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), or on towers, poles, or other tall structures.

Tools & Equipment Used: Computer, printer, and technical journals. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and completion of the second year of a degree program at an accredited college or university required. The declared degree should be in an engineering field, such as civil or mechanical engineering, and pertain to the department or section to which the incumbent is assigned.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license may be required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Engineering Technician I (On Loan)

JOB CODE : 051503

DATE PREPARED : October 25, 1993

SUMMARY STATEMENT

Under limited supervision, the incumbent maintains, repairs, and fabricates equipment and assists in the execution of operations to support the missions of user agencies.

DIMENSIONS

The incumbent reports to the REECo user agency on-loan supervisor or designee, receives technical direction from the Senior Engineering Technician or higher level supervisor, and can act as a lead person over specific functions through the extended authority of supervision with some planning and coordination required.

NATURE AND SCOPE

1. Works with Construction Inspectors in the inspection of field construction to verify that work is performed in accordance with standards and specifications determined by user agency engineers or technicians;
2. May represent a sponsoring agency at the job site;
3. Assists a more senior technician or engineer in the scheduling of special projects;
4. Provides technical assistance to facilitate interfacing functions between the user agencies, architects/engineers, and construction personnel;
5. Examines and interprets engineering plans and drawings; applies knowledge of practical engineering principles to understand adequately the construction project requirements;
6. Reviews the analysis and processing of requests for construction modifications punchlist and completion certificates;
7. Constructs preliminary schedules for major construction projects based on requirements determined by engineers or other technical personnel;
8. Ensures that a feasible schedule is prepared prior to construction and that all jobs have a reasonable time frame for completion;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in shop, laboratory, or out in the field in areas including underground in tunnels or mines or at high elevation (up to 8,000 feet) on all types of terrain; may walk up to two miles per shift;
2. Occasional sitting on stool with back support in shop or in vehicle while traveling to field sites;

Engineering Technician I (On Loan)

3. Frequent lifting/carrying tools, equipment, or instrumentation up to 50 pounds for distances up to 50 to 100 feet;
4. Frequent push/pull exerting force up to 25 to 35 pounds while moving carts/equipment or using tools;
5. Occasional climbing stairs/ladders at heights up to 30 to 50 feet;
6. Frequent bending/twisting at waist/knees/neck while installing, repairing, or fabricating equipment;
7. Occasional kneeling/crouching while installing/repairing equipment; occasionally works in cramped/confined spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while using tools, working on equipment, driving motor vehicle, completing paperwork, etc.; overhead reaching required; fine motor skills required;
9. Constant use of sight abilities in inspecting, testing, installing and repairing equipment, reading, driving, and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with equipment users, requestors, craftspeople, and supervisors giving and receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in designing, testing, inspecting, installing, and maintaining equipment to exacting specifications and ensuring a safe work environment;
2. Must be able to use logic, creativity, judgement, problem-solving skills, mechanical aptitude, spatial reasoning, and ability to apply knowledge and experience in order to design and modify new and existing equipment and develop procedures;
3. Must be able to work independently with little or no direct supervision;
4. Must possess planning/organizational skills to ensure that duties are completed efficiently and within required time frames;
5. Must possess excellent mathematical skills and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, schematics, and other information necessary to complete design, installation, maintenance, and repairs;
6. Must possess good memory and ability to recall and adhere to numerous technical specifications, complex regulations and procedures, and safety standards;
7. Must be able to produce detailed sketches and schematics and technical procedures/manuals; record data accurately; and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from time constraints, multiple priorities, deadlines, and working around hazards/radioactive conditions;
9. Must possess good leadership/supervisory skills in order to direct work of assigned personnel and craftspeople in an effective and positive manner.

Engineering Technician I (On Loan)

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in laboratories and shops and outdoors under all types of above and below ground conditions, in tunnels, mines, and on drill rigs, sometimes for extended periods of time.

Tools & Equipment Used: Standard and specialized testing, laboratory, electrical and mechanical equipment, and assembly equipment including, but not limited to, soldering apparatus, drills, handsaws, shears, hand tools, power tools, and motor vehicle. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Advanced vocational training in construction and field operations is required. Four years of applicable work experience required with emphasis in fabrication techniques and materials selection.

OTHER SPECIAL QUALIFICATIONS

Certification for special project access may be required. Thorough knowledge and understanding of all facets of sampling techniques, vacuum and hydraulic system principles, materials science, and ability to design and build complex instrumentation and equipment from verbal descriptions and rough conceptual sketches. Driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Engineering Technician II (On Loan)

JOB CODE : 051604

DATE PREPARED : October 25, 1993

SUMMARY STATEMENT

Under very little or no direct supervision, the incumbent provides maintenance, repair, and fabrication of equipment and facilities and assists in the execution of operations and experiments of interest to the user agency.

DIMENSIONS

The incumbent reports to the REECo user agency on-loan supervisor or designee, receives technical direction from the department manager, and can act as a lead person over specific functions through the extended authority of supervision with some planning and coordination required.

NATURE AND SCOPE

1. Assembles, operates, and conducts tests on projects and equipment; may represent the sponsoring agency of a project at the job site;
2. Provides guidance and participates with Construction Inspectors in the inspection of field construction and installation in support of projects to verify that work is performed in accordance with standards and specifications determined by user agency supervisors;
3. Schedules and performs corrective and preventative maintenance actions to ensure Mine Safety and Health Act safety and environment, safety, and health compliance;
4. Assists in the planning, development, construction, and scheduling of special projects and may act as a technical advisor on matters concerning construction, safety, environmental, and fire protection standards;
5. Receives instructions from engineers and independently installs gauges, electronic equipment, and mechanical fixtures;
6. Provides technical assistance and recommendations as needed to facilitate interfacing functions between the sponsoring agency, architects/engineers, and construction personnel;
7. May review project instructions, blueprints, verbal descriptions, and rough conceptual sketches with technical supervisors or engineers to ascertain specifications, procedures, objectives, equipment, and nature of technical problems and to identify possible solutions such as parts redesign, substitution of materials or parts, or rearrangement of parts or subassemblies;
8. Investigates and determines the cause and effect of any discrepancies in construction workmanship and materials relative to approved engineering plans;
9. Supervises the preparation of daily reports summarizing the progress of construction work;
10. Examines and interprets engineering plans and drawings and may make revisions; applies knowledge of practical engineering principles to understand adequately the construction project requirements;
11. Initiates work requests and follows through to ensure completion of work by outside crafts; orders materials and equipment for shop projects;

Engineering Technician II (On Loan)

12. Reviews the analysis and processing of requests for construction modifications punchlist and completion certificates;
13. Monitors department functions to maintain current knowledge of present and planned activities; recommends improvements to existing equipment or design of new equipment;
14. Constructs preliminary schedules for major construction projects;
15. May design schedules with superintendents for actual working conditions and reevaluates and updates schedules on a timely basis;
16. Ensures that a feasible schedule is prepared prior to construction and that all jobs have a reasonable time frame for completion;
17. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
18. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in shop, laboratory, or out in the field in areas including underground in tunnels or mines or at high elevation (up to 8,000 feet) on all types of terrain; may walk up to two miles per shift;
2. Occasional sitting on stool with back support in shop or in vehicle while traveling to field sites;
3. Frequent lifting/carrying tools, equipment, or instrumentation up to 50 pounds for distances up to 50 to 100 feet;
4. Frequent push/pull exerting force up to 25 to 35 pounds while moving carts/equipment or using tools;
5. Occasional climbing stairs/ladders at heights up to 30 to 50 feet;
6. Frequent bending/twisting at waist/knees/neck while installing, repairing, or fabricating equipment;
7. Occasional kneeling/crouching while installing/repairing equipment; occasionally works in cramped/confined spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while using tools, working on equipment, driving motor vehicle, completing paperwork, etc.; overhead reaching required; fine motor skills required;
9. Constant use of sight abilities in inspecting, testing, installing and repairing equipment, reading, driving, and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with equipment users, requestors, craftspeople, and supervisors giving and receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in designing, testing, inspecting, installing, and maintaining equipment to exacting specifications and ensuring a safe work environment;

Engineering Technician II (On Loan)

2. Must be able to use logic, creativity, judgement, problem-solving skills, mechanical aptitude, spatial reasoning, and ability to apply knowledge and experience in order to design and modify new and existing equipment and develop procedures;
3. Must be able to work independently with little or no direct supervision;
4. Must possess planning/organizational skills to ensure that duties are completed efficiently and within required time frames;
5. Must possess excellent mathematical skills and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, schematics, and other information necessary to complete design, installation, maintenance, and repairs;
6. Must possess excellent oral/written communication and interpersonal skills in order to determine project requirements and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
7. Must possess good memory and ability to recall and adhere to numerous technical specifications, complex regulations and procedures, and safety standards;
8. Must be able to produce detailed sketches and schematics and technical procedures/manuals; record data accurately; and complete logs, reports, and other written information;
9. Must be able to deal with constant pressure from time constraints, multiple priorities, deadlines, and working around hazards/radioactive conditions;
10. Must possess good leadership/supervisory skills in order to direct work of assigned personnel and craftspeople in an effective and positive manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in laboratories and shops and outdoors under all types of above and below ground conditions, in tunnels, mines, and on drill rigs, sometimes for extended periods of time.

Tools & Equipment Used: Standard and specialized testing, laboratory, electrical, and mechanical equipment and assembly equipment including, but not limited to, soldering apparatus, drills, handsaws, shears, hand tools, power tools, and motor vehicle. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Advanced vocational training in construction and field operations is required. Six years of applicable work experience required with emphasis in fabrication techniques and materials selection.

OTHER SPECIAL QUALIFICATIONS

Certification for special project access may be required. Thorough knowledge and understanding of all facets of sampling techniques, vacuum and hydraulic system principles, materials science, and ability to design and build complex instrumentation and equipment from verbal descriptions and rough conceptual sketches. Driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Executive Secretary

JOB CODE : 051015

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs complex secretarial functions of a responsible and confidential nature and other varied equivalent duties. Responsible for reviewing work of secretaries for conformance to division and Company policies.

DIMENSIONS

The incumbent reports to a Principal Staff Assistant or division or higher level executive and is responsible for reviewing work of Senior Secretaries and Secretary IIs for conformance to Company and division policy.

NATURE AND SCOPE

1. Prioritizes and ensures quality, quantity, and timeliness of secretarial work for assigned division;
2. Reviews and directs work of assigned secretaries; proofreads all documents for spelling/grammar errors; provides training and instruction as necessary;
3. Researches, composes, prepares, and processes letters, memoranda, and reports using word processor or typewriter; reviews outgoing correspondence to ensure compliance with Company standards;
4. Keeps track of department personnel so they may be contacted as required; maintains schedules, calendars, appointments for assigned staff;
5. Reviews, sorts, routes, and responds if necessary to incoming mail;
6. Answers, screens, and routes telephone calls and visitors; takes messages; places telephone calls;
7. May take minutes, dictation, etc., using shorthand;
8. Maintains division files and prepares inventory of file holdings as required;
9. Performs miscellaneous duties which may include data entry, making travel arrangements, updating procedural manuals, training new employees, preparing/reviewing timecards, ordering supplies, copying, faxing, backing up computer, maintaining logs/rosters, and other general secretarial duties;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking while operating copier, running errands, distributing mail throughout office areas;
2. Frequent sitting at computer or desk while performing administrative duties, often for prolonged periods;

Executive Secretary

3. Occasional lift/carry, paperwork, mail, supplies up to 20 pounds;
4. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, sorting, filing, answering telephones, writing, taking shorthand, etc.;
7. Constant use of sight abilities in typing, reading, sorting, filing, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
8. Constant use of speech/hearing abilities in answering telephones, greeting visitors, directing secretaries, communicating with executives, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in processing correspondence, keeping track of schedules, personnel, reviewing work of others, and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office.

Tools & Equipment Used: Personal computer, laser printer, typewriter, dictaphone, copier, multi-line telephone, other office equipment, personal computer software including WordPerfect, dBase, spreadsheets, and graphics programs.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and specialized training in secretarial skills required. Four years of experience which has provided a working knowledge of established office routines and procedures and an understanding of organizational functions and programs.

Executive Secretary

OTHER SPECIAL QUALIFICATIONS

Typing 54 words per minute net; shorthand (if required) 90 words per minute with no errors; excellent writing, grammar, and proofreading skills; familiarity with computers and software programs such as WordPerfect 5.1, dBase, graphics programs. Position requires excellent interpersonal communication skills and high degree of professionalism. May require specialized work experience depending on area assigned, (i.e., Legal will require specific experience as a litigation legal secretary). Previous supervisory experience is desirable. Must be able to obtain "Q" clearance if required. Valid Nevada driver's license may be required depending on assignment, driving duties.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Expediter

JOB CODE : 050830

DATE PREPARED : April 13, 1993

Revised: January 10, 1995

SUMMARY STATEMENT

The incumbent administers purchase order and/or noncomplex subcontracts ensuring delivery of materials, supplies, services, and repairs.

DIMENSIONS

The incumbent reports to a Procurement Section Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for expediting purchase orders and/or noncomplex subcontracts by contacting vendors/subcontractors regarding delivery status, billing, overages, shortages, deliverables, submittals, reports, and discrepancies; works closely with Buyers and/or Contract Administrators;
2. Operates computer using Procurement Requisition Tracking System, inputting status, memoranda to Company and agency personnel, sending mail, and retrieving information on vendors/subcontractors and purchase orders/subcontractors;
3. Informs end users/requesters/field coordinators of status of purchase orders/subcontracts;
4. Compiles information for discrepancy reports and subcontractor performance evaluations;
5. Compiles information and negotiates change orders or subcontract modifications and obtains necessary approvals; passes information to Manager;
6. Monitors and processes reports from field coordinator, compliance organization, and/or warehouse to ensure proper distribution, payment, and receiving;
7. May negotiate with vendors/subcontractors for discounts on late deliveries or subcontractor deficiencies;;
8. Assists requesters in preparation of requests for noncomplex subcontracts; may participate in evaluation of proposals;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances throughout office areas;
2. Constant sitting at desk while completing paperwork, using telephone, etc;
3. Occasional lifting/carrying for short distances paperwork, supplies, files up to 15 pounds;
4. Occasional push/pull, opening doors or file drawers exerting up to five to ten pounds of force;

Expediter

5. Occasional bending/twisting at waist/knees, to and from seated position or while filing in lower drawers, twisting while at work station;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.; occasional overhead reaching required;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with vendors, coworkers, supervisors both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of purchase orders are met in accordance with Company policies and procedures;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must be able to apply established procedures, solve problems, make decisions, and negotiate with vendors;
4. Must possess good oral/written communication skills and interpersonal skills in dealing with others in a professional and effective manner; frequent telephone contact to handle complaints, give/receive instructions, and exchange information with suppliers, vendors, customers, coworkers, managers, etc.;
5. Must be able to work under pressure of frequent interruptions, multiple priorities, and deadlines;
6. Must be able to plan, prioritize, and organize work to ensure delivery of goods and services in a timely manner;
7. Must be able to read/write/speak English and possess basic mathematical skills; must be able to complete logs and forms accurately; read and understand complex departmental procedures;
8. Must be able to train assigned personnel if required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office with minimal climate control.

Tools & Equipment Used: Computer (personal and mainframe), printer, telephone, copier, fax, adding machine, other office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of applicable work experience required. Previous purchasing or contract administration experience or traffic management experience preferred.

OTHER SPECIAL QUALIFICATIONS

Basic computer skills required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Graphic Artist I

JOB CODE : 050620

DATE PREPARED : April 28, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent provides customers with graphics, publication, design, presentations, typesetting, and artwork as specified by customer requirements and in conformance with Printing Plant quality expectations.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Creates, designs, modifies, typesets, and/or illustrates customer artwork and publications according to customer and Printing Plant specifications and deadlines;
2. Prepares necessary materials for product production; performs paste-up, stripping, pre-press, or preparatory work as needed to support camera operations and graphic arts requirements;
3. Provides backup support on process camera, plate, negatives, and positives as needed; supports scanning and halftone functions performed by Graphic Artist II and Camera Operator;
4. Performs support and backup bindery or reproduction operations when requested;
5. Maintains computer and graphics equipment; maintains neat and organized files on computer; makes regular backups; assists Graphic Artist II in maintenance on imagesetter equipment;
6. Logs and maintains records on all related jobs to ensure completion according to all specifications and deadlines;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing at light table and walking in office areas for short distances;
2. Frequent-to-constant sitting at computer while preparing artwork or while operating printing/camera equipment;
3. Occasional lift/carry papers, tools, supplies 10 to 25 pounds; sometimes up to 50-pound boxes of paper;
4. Occasional push/pull, opening doors/drawers requiring force up to 5 to 10 pounds;
5. Occasional bending/twisting at waist/knees to reach lower areas;

Graphic Artist I

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while drawing and operating computer or other equipment. Frequent-to-constant use of fine motor skills while using mouse or stylus;
7. Constant use of sight abilities in preparing work; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range vision;
8. Frequent use of speech/hearing abilities in communicating with customers, supervisors, or coworkers to determine work specifications.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed artwork to exacting specifications;
2. Must be able to work independently, prioritize work load, and follow through on all projects;
3. Must possess creativity, imagination, independent judgement, and spatial reasoning ability;
4. Must possess good mathematical skills including geometry and algebra in order to make necessary calculations;
5. Must be able to read/write/speak English, communicate with customers, coworkers, and supervisors in order to determine and clarify work requirements;
6. Must possess good grammar and proofreading skills;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, deadlines, and to consistently apply creativity to all work.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in graphics area of printing plant.

Tools & Equipment Used: Personal computer, mouse, printing equipment, cameras, art supplies and tools, bindery equipment, imagesetter, film processor, color copier, calculator, copier, fax, telephone.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of graphic arts or publishing experience.

OTHER SPECIAL QUALIFICATIONS

Must present portfolio at time of interview. Must possess intermediate skills in graphic arts and publishing software. Must possess intermediate illustration and graphics arts skills. Basic color theory required. Various platform experience helpful. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Graphic Artist II

JOB CODE : 050735

DATE PREPARED : April 28, 1993

Revised: December 7, 1993

SUMMARY STATEMENT

The incumbent provides customers with graphics, publication, design, presentations, and artwork as specified by customer requirements and in conformance with Printing Plant quality expectations.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief and may review the work of Graphic Artist Is.

NATURE AND SCOPE

1. Creates, designs, modifies, typesets, and/or illustrates customer artwork and publications according to customer and Printing Plant specifications and deadlines;
2. Interprets and conceptualizes customer design requirements; assists customers in determining specific needs;
3. Performs paste-up, stripping, pre-press, or preparatory work as needed; prepares necessary materials for product production;
4. Provides process camera, plate, halftones, negatives, positives, and general photographic services as needed;
5. Performs support and backup bindery or reproduction operations when requested;
6. Logs and maintains records on all jobs to ensure completion according to all specifications and deadlines;
7. May assign or review work of other Graphic Artists or Imagesetters to provide assistance, advice, and/or ensure compliance with customer and department specifications;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in camera/darkroom areas of print shop for short distances;
2. Occasional sitting at light table or computer while preparing artwork or while operating printing/camera equipment;
3. Occasional lift/carry papers, tools, chemicals, or supplies, up to 30 pounds;
4. Occasional push/pull, opening doors/drawers requiring force up to five to ten pounds;

Graphic Artist II

5. Occasional bending/twisting at waist/knees to reach lower areas;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while drawing and operating computer or other equipment; frequent use of fine motor skills in operating mouse or stylus; overhead reaching required; frequent moving large pieces of equipment, flipping photographic plates;
7. Constant use of sight abilities in preparing work; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range vision; frequently moves between brightly lit and darkroom areas;
8. Frequent use of speech/hearing abilities in communicating with customers, supervisors, or coworkers to determine work specifications;
9. Must possess good sense of balance and sense of direction in order to work safely in dimly lit or unlit darkroom areas.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed artwork to exacting specifications;
2. Must be able to work independently, prioritize workload, and follow through on all projects;
3. Must possess creativity, imagination, independent judgement, and spatial reasoning ability;
4. Must possess good mathematical skills including geometry and algebra in order to make necessary calculations;
5. Must be able to write/write/speak English, communicate with customers, coworkers, and supervisors in order to determine and clarify work requirements;
6. Must possess good grammar and proofreading skills;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, deadlines, and constantly applying creativity to work.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in camera and darkroom areas of Printing Plant.

Tools & Equipment Used: Personal computer, mouse, printing equipment, cameras, light table, photographic tools, supplies, chemicals, art supplies and tools, copier, fax, and telephone;

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Three years of graphic arts or publishing experience or Associate's degree in Graphic Arts required. Completion of college level process camera course work required.

OTHER SPECIAL QUALIFICATIONS

Must not be allergic to photographic chemicals. Printing experience and basic computer skills required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Graphic Artist III

JOB CODE : 050828

DATE PREPARED : April 15, 1993

Revised: December 7, 1993

SUMMARY STATEMENT

The incumbent provides customers with graphics, publication, design, presentations, typesets, and artwork as specified by customer requirements and in conformance with Printing Plant quality expectations; operates computerized phototypesetting equipment to produce printed material and reproduction equipment to customer specifications.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief and may review the work of Graphic Artist Is and IIs and Lithographic Camera Operators.

NATURE AND SCOPE

1. Possesses extensive knowledge in all areas of graphic arts, including graphics, publication, design, presentations, typesetting, creating artwork, and operating computerized imagesetting equipment, litho camera operations, and high speed duplicating equipment;
2. Formats and typesets new copy and revises previously set copy according to customer specifications involving such details as type style, point size, layout and design;
3. Processes and pastes up copy to customer specifications;
4. Performs minor maintenance on imagesetting equipment such as cleaning and lubricating when required; operates high speed reproduction equipment in support of printing operations;
5. Assists in bindery area with cutting, padding, folding, drilling, numbering, collating, scoring, shrink wrapping, boxing, etc., as required;
6. Maintains inventories of films, papers, and chemicals and supplies; provides supervision with procurement requirements;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas;
2. Constant sitting at work station while operating equipment;
3. Occasional lift/carry paperwork, supplies, or photochemicals, 10 to 20 pounds; sometimes up to 75-pound cases of paper; carrying distances of 2 to 6 feet;

Graphic Artist III

4. Occasional push/pull, opening doors and drawers or while operating equipment, up to five to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position only;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating equipment, pasting up copy, etc.; frequent use of fine motor skills, using mouse, keyboarding;
7. Constant use of sight/hearing ability in laying out and pasting up copy, operating equipment, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
8. Frequent use of speech abilities in communicating with coworkers, supervisors, and customers.

Mental

1. Constant attention to detail, accuracy, and mental alertness required in formatting, laying out, phototypesetting materials, creating detailed artwork to exacting customer specifications, and maintaining a safe work environment;
2. Must be able to work independently, prioritize workload, follow through on all assignments, and complete work to meet required deadlines;
3. Must possess creativity, imagination, spatial reasoning ability, organizational skills, problem-solving skills, and independent judgement to format, layout, and design materials in an accurate, effective, and attractive manner;
4. Must possess oral/written communication and grammar skills in order to proofread accurately, learn and understand hardware/software requirements and typesetting function commands, and to deal with coworkers, supervisors, and customers in an effective and professional manner;
5. Must possess good mathematical skills including algebra, geometry, metrics, and familiarity with graphic arts scales, point sizes, etc.;
6. Must be able to follow detailed written instructions, specifications, and layouts and refer questions/problems to supervisor and/or customer;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, deadlines, and constantly applying creativity to work.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in graphics areas of Printing Plant, occasionally in camera or darkroom areas, or at satellite production centers.

Tools & Equipment Used: Personal computer, mouse, imagesetter scanner, film processor, printing equipment, cameras, light table, photographic tools, supplies, and chemicals, art supplies and tools, high speed reproduction machines, bindery equipment, color copiers, copier, fax, telephone; safety equipment including gloves and goggles while changing chemicals.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Five years of graphic arts or publishing experience or Associate's degree in Graphic Arts required. Completion of college level graphic arts or camera course work desirable. Background in printing field required.

Graphic Artist III

OTHER SPECIAL QUALIFICATIONS

Layout and design experience and typographic knowledge required. Must have experience with litho camera operations. Must submit portfolio of work at time of interview. Must possess computer skills including proficiency in graphic arts and publishing software. Various platforms experience helpful. Must be able to obtain "Q" clearance. Must not be allergic to photographic chemicals.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Housing Clerk I

JOB CODE: 050520

DATE PREPARED: April 28, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent provides billeting services for people required to stay overnight at the Nevada Test Site.

DIMENSIONS

The incumbent reports to a Housing Clerk II, Senior Housing Supervisor, or Housing and Special Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Checks people in and out of housing, registering customers following established guidelines and procedures;
2. Assigns rooms and completes reservations; enters required data into computer;
3. Performs front desk duties including receiving payments, answering telephones and assisting customers, issuing keys for recreational facilities, issuing library books, providing information on facilities and buses, selling bus tickets;
4. Completes linen and supply reports; maintains linen control cards and ledger to support inventories;
5. Delivers routine messages and delinquent notices; provides locator service;
6. Performs general office duties such as typing, filing, maintaining logs/records, answering telephones, and taking messages;
7. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
8. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office or housing areas while distributing messages, filing, etc.;
2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Frequent lifting/carrying paperwork, files, or linens, up to 10 pounds; occasionally up to 30 pounds;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers;
5. Occasional climbing stairs to reach some areas;

Housing Clerk I

6. Frequent bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.; occasional overhead reaching may be required;
8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, inspecting housing, and maintaining a safe work environment; visual acuity in near and mid range vision required;
9. Constant use of speech/hearing in greeting/checking in customers, communicating with coworkers and supervisors, answering telephones, etc.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in completing all assignments;
2. Must be able to follow oral and written instructions and follow through on all assignments;
3. Must possess good interpersonal skills in order to provide customer service, handle complaints, be able to deal in a professional and efficient manner with all types of customers, coworkers, and management, both military and civilian personnel;
4. Must be able to read/write/speak English, complete forms and logs, record data accurately, and read and understand all operating procedures;
5. Must possess basic mathematical skills and ability to handle money responsibly.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors at a reception/check-in desk or office.

Tools & Equipment Used: Personal computer, mainframe computer, printer, keys, linens, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of related clerical experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 25 words per minute net required. Basic computer skills required. Driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Housing Clerk II

JOB CODE : 050690

DATE PREPARED : April 28, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent provides billeting services for people required to stay overnight at the Nevada Test Site and is responsible for daily reporting activities and supervision of Housing Clerk Is.

DIMENSIONS

The incumbent reports to the Senior Housing Supervisor or Housing and Special Services Supervisor and is responsible for supervising the activities of Housing Clerk Is.

NATURE AND SCOPE

1. Checks people in and out of housing, registering customers following established guidelines and procedures; assigns rooms and completes reservations; enters required data into computer;
2. Performs front desk duties including receiving payments, answering telephones and assisting customers, issuing keys for recreational facilities, issuing library books, providing information on facilities and buses, selling bus tickets;
3. Assigns and reviews work of Housing Clerk Is; may provide training;
4. Completes linen and supply reports, maintains linen control cards and ledger to support inventories; completes linen shipping and receiving reports and verifies billings; monitors linen contracts;
5. Delivers routine messages and delinquent notices; provides locator service; performs general office duties such as typing, filing, maintaining logs/records, answering telephones, and taking messages;
6. Documents receipts of revenue and keeps assigned bank funds secured; maintains daily log of events, maintenance, and emergencies;
7. Responsible for accurate housing billing and credits; records and posts payroll deduction payments to billing card and accounts receivable ledger; reconciles accounts;
8. Ensures accountability of cafeteria and vending receipts; rings out and proofs cash registers; programs registers with food prices;
9. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office or housing areas while distributing messages, filing, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Housing Clerk II

2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Frequent lifting/carrying paperwork, files, or linens up to 10 pounds; occasionally up to 30 pounds;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers;
5. Occasional climbing stairs to reach some areas;
6. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.; may require occasional overhead reaching;
8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment; visual acuity in near- and mid-range vision required;
9. Constant use of speech/hearing in greeting/checking in customers, communicating with coworkers, supervisors, answering telephones, etc.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in completing all assignments;
2. Must be able to follow oral and written instructions and follow through on all assignments;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English, record data, and complete logs and forms accurately;
5. Must possess basic mathematical skills and be able to handle money accurately and responsibly;
6. Must possess good interpersonal skills, be able to deal in a professional and efficient manner with all types of customers, coworkers, and management, both military and civilian personnel;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and handling complaints;
8. Must be able to provide direction, training, and supervision to assigned personnel in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors at a reception/check-in desk or office setting.

Tools & Equipment Used: Personal computer, mainframe computer, printer, keys, linens, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and two years of related experience required. Previous supervisory experience desirable.

OTHER SPECIAL QUALIFICATIONS

Typing 25 words per minute net required. Computer skills including word processing and Lotus 1-2-3 experience preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Imagesetter Operator

JOB CODE : 050760

DATE PREPARED : April 15, 1993

SUMMARY STATEMENT

The incumbent operates computerized phototypesetting equipment to produce printed material to customer specifications.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Formats and typesets new copy and revises previously-set copy according to customer specifications involving such details as type style, point size, layout, and design;
2. Processes and pastes up copy to customer specifications;
3. Performs minor maintenance on imagesetting equipment such as cleaning and lubricating when required;
4. Assists in bindery area with cutting, padding, folding, drilling, numbering, collating, scoring, shrink wrapping, boxing, etc., as required;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas;
2. Constant sitting at workstation while operating equipment;
3. Occasional lifting/carrying paperwork, supplies, or photochemicals, 10 to 20 pounds; sometimes up to 75-pound cases of paper; carrying distances of 2 to 6 feet;
4. Occasional pushing/pulling opening doors and drawers or while operating equipment up to five to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position only;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating equipment, pasting up copy, etc.; frequent use of fine motor skills, using mouse, keyboarding;
7. Constant use of sight/hearing ability in laying out and pasting up copy, operating equipment, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
8. Frequent use of speech ability in communicating with coworkers, supervisors, and customers.

Imagesetter Operator

Mental

1. Constant attention to detail, accuracy, and mental alertness required in formatting, laying out, and phototypesetting materials to meet customer specifications and maintain a safe work environment;
2. Must be able to work independently, follow through on all assignments, and complete work to meet deadlines;
3. Must possess good spatial reasoning ability, organizational skills, problem-solving skills, and creativity to format, layout, and design materials in an accurate, effective, and attractive manner;
4. Must possess oral/written communication and grammar skills in order to proofread accurately, learn and understand hardware/software requirements and typesetting function commands, and to deal with coworkers, supervisors, and customers in an effective and professional manner;
5. Must possess good mathematical skills including algebra, geometry, metrics, and familiarity with graphic arts scales, point sizes, etc.;
6. Must be able to follow detailed written instructions, specifications, and layouts and refer questions/problems to supervisor and/or customer.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Personal computer, phototypesetting equipment and chemicals, bindery equipment, copiers, other office equipment; safety equipment including gloves and goggles while changing chemicals.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Three years of work or educational experience in graphic arts or publishing field.

OTHER SPECIAL QUALIFICATIONS

Layout and design experience and typographic knowledge required. Must submit portfolio of work at time of interview. Must possess computer skills including proficiency in graphic arts and publishing software. Various platforms experience helpful. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Laboratory Technician Trainee

JOB CODE : 050525

DATE PREPARED : May 24, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

Under close supervision, the incumbent learns to perform basic assignments in chemical and radiochemical procedures and environmental and hazardous waste sampling; preparation of samples for chemical analysis; issuing, processing, evaluating, and exchanging of film and thermoluminescent dosimetric devices; performance of basic operations and calibrations on complex electronic instrumentation; collection of samples; installation, operation, and maintenance of sampling stations; and in the preparation of sampling records.

DIMENSIONS

The incumbent reports to a Health Physicist, Analytical Chemist, Industrial Hygienist, or Radiological Analysis Supervisor and receives guidance from lead persons, higher level Laboratory Technicians, or technical staff.

NATURE AND SCOPE

1. Learns/assists in sample digestion and extraction procedures;
2. Cleans laboratory glassware;
3. Learns and assists in issuing, processing, exchanging, and evaluating film and thermoluminescent dosimeters; assists in preparation and maintenance of associated records;
4. Learns/assists in the preparation of calibration standards and controls with radioactive sources for personnel dosimetry;
5. Learns environmental and hazardous waste sample collection procedures; learns/assists in installation, operation, and maintenance of environmental air sampling stations;
6. Logs sample data into Laboratory Information Management System;
7. Learns to conduct simple qualitative/quantitative determinations of radionuclide concentrations from gamma and alpha spectra and gross radiation data; assists in determination of background levels, efficiency, and geometry correction factors for nuclear detection equipment;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at bench, operating equipment, or completing paperwork;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Laboratory Technician Trainee

3. Frequent lifting/carrying 1 to 25 pound boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pounds; carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas, upper shelves;
6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in learning sampling, testing, operating, and calibrating techniques following exacting specifications and procedures and maintaining a safe work environment;
2. Must possess good oral/written communication skills; must be able to record data accurately and read/write and understand technical procedures, journals, manuals, etc.;
3. Must possess good mathematical skills including algebra in order to make necessary calculations;
4. Must be able to follow oral and written instructions, problem-solve, and prioritize;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and hazardous conditions.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in laboratory setting or occasionally out in field while assisting with sample collection, exposed to all types of weather.

Tools & Equipment Used: All types of laboratory testing and calibration equipment, laboratory glassware, motor vehicle, telephone, general office equipment, safety equipment including lab coat, gloves, and eye protection; depending on assignment in field, safety glasses, hard hat, respirator, safety shoes, or seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of one year of clerical or other work experience in a related work setting.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Basic computer skills desirable. Must be able to obtain "Q" clearance. If performing environmental surveillance or hazardous waste sampling, the incumbent must be able to wear a respirator and enter potentially dangerous environments to perform sampling activities.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Library Assistant

JOB CODE: 050625

DATE PREPARED: August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent coordinates and participates in the operation of a library.

DIMENSIONS

The incumbent reports to the Senior Housing Supervisor or department manager and has no supervisory responsibilities.

NATURE AND SCOPE

1. Establishes and maintains systems for filing, cataloging, shelving, indexing, removing, returning, and safeguarding of library materials;
2. Issues library materials including books, films, CDs, audio cassettes, periodicals, photos, etc.
3. Answers inquiries from library users regarding library materials, locations, content, etc.;
4. Reshelves returned library materials in proper locations;
5. Participates in selection and acquisition of new materials;
6. Performs general library/office duties such as filing catalog cards, repairing books, typing new book cards, sending overdue notices; prepares reports as required, etc.;
7. Performs periodical inventory of library materials as required;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout library while shelving, assisting library patrons;
2. Occasional sitting at desk or computer while completing paperwork, keyboarding, etc.;
3. Frequent lifting/carrying books, supplies, materials of 1 to 10 pounds; occasionally up to 30 pounds;
4. Frequent pushing/pulling, exerting force of 10 to 20 pounds while moving carts or sliding books on shelves;
5. Occasional climbing using one to two step ladder to reach upper library shelves;
6. Frequent bending/twisting at waist/knees/neck while retrieving/shelving materials on upper and lower shelves;

Library Assistant

7. Occasional kneeling/crouching while handling materials on lower shelves;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while issuing materials, reshelving, keyboarding, filing, etc.;
9. Constant use of sight abilities in reading, sorting, identifying library materials, etc.; visual requirements include color vision and visual acuity in near- and-mid range vision;
10. Frequent use of speech/hearing abilities in answering questions and determining needs of library users both in person and over telephone;
11. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
12. Performs related duties as required.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, and filing library materials;
2. Must be able to work independently and follow through on all tasks;
3. Must be able to plan and prioritize work to handle multiple tasks and requests;
4. Must possess good oral communication and interpersonal skills to deal in a professional and effective manner with all types of library users;
5. Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner;
6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in library setting.

Tools & Equipment Used: Mainframe and personal computers, printer, copier, microfiche, card file system, library carts, telephone.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and three years of library experience required.

OTHER SPECIAL QUALIFICATIONS

May perform duties of Housing Clerk I on an occasional basis. Typing 25 words per minute required. Basic computer skills required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Lithographic Camera Operator

JOB CODE : 050728

DATE PREPARED : May 27, 1993

SUMMARY STATEMENT

The incumbent provides customers with lithophotographic and stripping services, and art work preparation as specified by customer requirements and in conformance with Printing Plant quality expectations.

DIMENSIONS

The incumbent reports to the a Graphic Artist III or the Printing Plant Section Chief and may review work of Graphic Artist Is and IIs.

NATURE AND SCOPE

1. Creates halftones, negatives, positive, contact printing and prepress functions from customer originals according to customer and Printing Plant specifications and deadlines;
2. Interprets and conceptualizes final products and determines how to provide services;
3. Performs paste-up, stripping, pre-press, or preparatory work as needed; prepares necessary materials for product production;
4. Provides process camera, plate, digital halftone, manipulation, retouching, and general photographic services as needed;
5. Performs scanning, digital photo retouching, halftoning production, and imagesetter output via color digital scanning devices;
6. Participates in cross training programs established by supervision;
7. Logs and maintains records on all jobs to ensure completion according to all specifications and deadlines; maintains stock and requests procurement of films, plates, chemicals, and supplies;
8. Reviews own work and that of Graphic Artists to provide assistance, advice, and/or ensure quality and compliance with customer and department specifications;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking in camera/darkroom areas of print shop for short distances;
2. Occasional sitting at light table or computer while preparing artwork or while operating printing/camera equipment;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Lithographic Camera Operator

3. Occasional lift/carry papers, tools, chemicals, or supplies, up to 30 pounds;
4. Occasional push/pull, opening doors/drawers requiring force up to five to ten pounds;
5. Occasional bending/twisting at waist/knees to reach lower areas;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while drawing and operating computer or other equipment; frequent use of fine motor skills in operating mouse or stylus; overhead reaching required; frequent moving large pieces of equipment, flipping photographic plates;
7. Constant use of sight abilities in preparing work; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range vision; frequently moves between brightly lit and darkroom areas;
8. Frequent use of speech/hearing abilities in communicating with customers, supervisors, or coworkers to determine work specifications;
9. Must possess good sense of balance and sense of direction in order to work safely in dimly lit or unlit darkroom areas.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed artwork to exacting specifications;
2. Must be able to work independently, prioritize workload, and follow through on all projects;
3. Must possess creativity, imagination, independent judgement, and spatial reasoning ability;
4. Must possess good mathematical skills including geometry and algebra in order to make necessary calculations;
5. Must be able to read/write/speak English and communicate with customers, coworkers, and supervisors in order to determine and clarify work requirements;
6. Must possess good grammar and proofreading skills;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, deadlines, and constantly applying creativity to all work.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in camera or darkroom areas of printing plant.

Tools & Equipment Used: Personal computer, mouse, imagesetter scanner, film processor, printing equipment, cameras, light table, plate burners, plate processor, photographic tools, supplies, and chemicals, art supplies and tools, color copiers, copier, fax, and telephone.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of printing and lithographic camera experience or Associate's degree in Graphic Arts with camera emphasis required. Completion of college level graphic arts or camera course work desirable.

OTHER SPECIAL QUALIFICATIONS

Must not be allergic to photographic chemicals. Printing experience and basic computer skills required. Must be able to obtain "Q" clearance.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Maintenance Scheduler

JOB CODE : 050740

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent processes and maintains all information pertaining to purchase of capital equipment in Procurement Requisition Tracking System; coordinates equipment testing/inspection/certification schedules, warranty claims, rental actions, technical inspection reports, etc., with buyers, users, vendors, and inspection personnel; prepares equipment certification packages, Company correspondence, and related clerical duties pertaining to the above as required.

DIMENSIONS

The incumbent reports to the Senior Maintenance Scheduler, Maintenance Control Supervisor, or department superintendents and has no supervisory responsibility.

NATURE AND SCOPE

1. Receives all maintenance service requests, determines urgency, assigns appropriate job order numbers, craft codes, and budget numbers;
2. Prepares job orders and keeps log of all job orders, communications, notifications, and messages and notifies appropriate personnel; inputs into computer;
3. Maintains operation and control of computerized maintenance management system and guides others in its use;
4. Develops schedules of necessary activities; reviews maintenance work requests to determine the time necessary for completion and manpower requirements; keeps abreast of involvement, composition, location, and progress of scheduled and unscheduled work requirements;
5. Reviews job orders to determine responsibility, validity, special requirements, and time necessary; assists in coordinating priority determinations;
6. Acts as liaison between operating units, maintenance, and engineering personnel in order to facilitate work schedules, priority determinations, and optimum work performance;
7. Utilizes maintenance standards to develop schedules effectively and economically;
8. Prepares and distributes all equipment certification inspection packages;
9. Performs general duties such as typing, filing, copying, issuing keys, etc., as required;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related duties as required.

Maintenance Scheduler

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office areas on tiled or carpeted surfaces for short distances;
2. Constant sitting at workstation while operating computer, completing paperwork, etc.;
3. Occasional lifting paperwork or supplies five to ten pounds;
4. Occasional push/pull exerting five to ten pounds of force to open doors or file drawers;
5. Occasional bending/twisting at waist/knees to and from seated position while filing or turning in chair;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while answering telephones, operating computer, completing paperwork, etc.;
6. Constant use of sight abilities in completing paperwork, keyboarding, etc.; visual requirements include color vision, peripheral vision, and visual acuity in near-, mid-, or far-range vision;
7. Constant use of speech abilities in communicating with coworkers, supervisors, craftspeople, and outside contacts.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that all testing, inspection, certification, and repairs are completed in a timely and effective manner;
2. Must be able to work independently, make decisions, and monitor multiple tasks;
3. Must possess excellent oral communication and interpersonal skills with ability to deal with all types of personnel in a clear, effective professional manner;
4. Must be able to read and understand technical information and compose and edit letters and other documents;
5. Must possess excellent planning/organization/prioritizing skills in order to schedule and prioritize jobs in the most effective manner;
6. Must be able to handle pressure, multiple tasks, heavy work load, constant interruptions, cramped, noisy work area, and deadlines;
7. Must be flexible to work occasional overtime;
8. Must be able to follow written procedures and checklists and work with minimal supervision;
9. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office area with occasional exposure to maintenance areas and outdoor weather conditions.

Tools & Equipment Used: Computer, typewriter, copier, fax, telephone, keys, other general office equipment.

Maintenance Scheduler

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and minimum of four years experience in purchasing and maintenance of heavy equipment required. Previous scheduling experience desirable.

OTHER SPECIAL QUALIFICATIONS

Proficiency in using mainframe data systems, PRTS, FoxPro, and WordPerfect 5.1 required. Familiarity with Lotus 1-2-3 desirable. Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Maintenance Work Planner

JOB CODE : 051422

DATE PREPARED : September 15, 1993

SUMMARY STATEMENT

The Maintenance Work Planner prepares written work packages in accordance with Company procedures and maintenance work control program requirements including all applicable engineering specifications, safety requirements, quality assurance documentation, and environmental considerations.

DIMENSIONS

The incumbent has an indirect impact on the operating budget. This position has no direct supervisory responsibilities but coordinates the work of craft workers and engineers in the development of work packages.

NATURE AND SCOPE

1. Provides technical requirements to craft workers in performance of maintenance duties;
2. Provides guidance in the performance of post-maintenance testing;
3. Coordinates input from various technical organizations into written work packages;
4. Applies engineered performance standards and requirements into written procedures;
5. Incorporates environment, safety, health, and quality requirements into work packages;
6. Coordinates craft workers and engineers in the development of work packages;
7. Provides guidance to organizations on work package requirements;
8. Assists Engineers in preparing cost estimates and bills of material to be included in work packages;
9. Researches local, state, and national standards and codes as applicable to site maintenance;
10. Coordinates preparation of detailed work packages according to Company requirements;
11. Coordinates post-maintenance testing to ensure that it is properly performed and documented;
12. Provides recommendations necessary in work packages to ensure that work processes and materials comply with specifications;
13. Adheres to all Company, EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking for short distances in office areas or warehouse while making copies, inspecting materials, etc.;

Maintenance Work Planner

2. Frequent-to-constant sitting while working at computer, researching, reviewing, preparing paperwork, using telephones, etc.;
3. Occasional push/pull exerting force up to 10 pounds while opening doors or file drawers;
4. Occasional climbing stairs or step stools to reach some areas;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Occasional kneeling/crouching while installing/inspecting equipment or materials;
7. Constant use of sight abilities in operating computer, reading catalogs, filing, and completing paperwork;
8. Frequent use of speech/hearing abilities in communicating with requisitioners, buyers, vendors, and other personnel.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in preparing written work packages;
2. Must be able to work independently, prioritize work load, and follow through on all projects;
3. Must possess creativity, independent judgement, and spatial reasoning ability;
4. Must possess excellent mathematical skills including geometry in order to make necessary calculations and understand engineering specifications;
5. Must be able to read/write/speak English and communicate clearly and effectively with engineers and supervisors in order to determine and clarify work requirements;
6. Must be able to learn and understand technical engineering, drafting, heating, air conditioning, ventilation equipment, shop fabrication procedures for wood and metal, and maintenance work and job-shop planning procedures.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with the Maintenance Control Supervisor, maintenance workers, Maintenance Section Chiefs, Engineers, Maintenance Schedulers, and craft foremen. The incumbent also maintains some contact with vendors;

WORKING CONDITIONS

Work requires visits to a field environments in order to plan and review work.

REQUIRED WORK EXPERIENCE

This position requires advanced vocational training in an engineering discipline or equivalent experience. Apprenticeship or other specialized craft training such as required in the electrical, carpentry, and sheet metal trades may qualify as equivalent experience. This work normally requires ability to read blueprints, plans, and engineering drawings; knowledge of heating, air conditioning, and ventilation equipment; knowledge of shop fabrication procedures for wood and metal; basic understanding of maintenance work and job-shop planning procedures; and some work experience with OSHA, National Electrical Code, and state and industry codes/regulations applicable to construction and maintenance.

Maintenance Work Planner

REQUIRED TRAINING

This position requires high school graduation plus two years of vocational training in an engineering or equivalent craft experience such as may be found in the electrical, carpentry, or sheet metal trades. Routine computer skills, writing and mathematical skills, and some training in job planning and cost estimation are considered desirable. A bachelor's degree in construction management or a related discipline is considered desirable.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Material Control Agent I

JOB CODE : 050630

DATE PREPARED : April 14, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent requisitions, researches, and monitors procurement of materials for his/her assigned department, representing various craft personnel; utilizes Just-In-Time (JIT) and Automated Issuing System (AIS).

DIMENSIONS

The incumbent reports to a Senior Staff Assistant or Material Control Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for reviewing and preparing requests for materials for assigned area using computer Procurement Requisition Tracking System, JIT, and AIS systems and catalogs;
2. Coordinates disbursement of materials with requestor/user to proper jobsite;
3. Researches and responds to questions from requisitioners, buyers, and vendors regarding orders such as price, vendor, selection, availability, specifications, and delivery date;
4. Performs general office duties such as data entry, filing, typing, directing telephone calls and visitors, etc.;
5. May inspect incoming materials to ensure quality, quantity, and specifications are as requested;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking for short distances in office areas while making copies, inspecting materials, etc.;
2. Frequent-to-constant sitting while working at computer, researching, reviewing, and preparing requisitions, answering telephones, etc.;
3. Occasional lift/carry paperwork, catalogs, supplies, or materials up to 20 pounds; sometimes up to 50 pounds of copier paper, heavy equipment, and materials; carrying up to 50 feet;
4. Occasional push/pull exerting force up to ten pounds in opening doors or file drawers;
5. Occasional climbing stairs six to ten feet;
6. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

Material Control Agent I

7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating computer, answering telephones, filing, completing paperwork, etc.;
8. Constant use of sight abilities in operating computer, reading catalogs, filing, completing paperwork; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range vision;
9. Frequent use of speech/hearing abilities in communicating with requisitioners, buyers, vendors, and other personnel.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in reviewing and preparing orders, inspecting shipments, and maintaining a safe work environment;
2. Must be able to work independently, use initiative, make decisions, and follow through on all assignments without direct supervision;
3. Must be able to read/write/speak English and possess basic mathematical skills in order to read and understand catalogs, technical information and inspection reports, etc.;
4. Must be able to learn technical details of materials ordered in assigned areas that may include reading blueprints and construction, automotive, and other technical nomenclature;
5. Must be able to understand and follow complex policies and procedures regulating the procurement process;
6. Must be able to deal with constant pressure from deadlines, multiple priorities, frequent interruptions, complaints, time constraints;
7. Must possess good oral/written communication skills and interpersonal skills in order to communicate with vendors, requestors, users, coworkers, and supervisors in a professional and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office areas. Some work may involve exposure to warehouse conditions.

Tools & Equipment Used: Mainframe and personal computers, printer, calculator, telephone, fax, catalogs, general office equipment, motor vehicle. Safety equipment including hearing protection, safety shoes, and back support belt required while in warehouse areas handling material.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of shipping/receiving or purchasing experience or related work experience. Experience in computers required with knowledge of on-line procurement systems and WordPerfect 5.1, FoxBase, and good keyboarding skills.

OTHER SPECIAL QUALIFICATIONS

Driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Medical Laboratory Technologist

JOB CODE : 051310

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs specialized diagnostic procedures to provide accurate analysis of medical laboratory samples for Occupational Medicine physicians.

DIMENSIONS

The incumbent reports to the Medical Administrator or Medical Director and has no supervisory responsibility except when assigned as a Lead Person.

NATURE AND SCOPE

1. Performs routine collection of drug testing specimens including blood and urine; collects, processes, and prepares specimens for shipment to reference laboratory; assigns priorities to tests to be performed;
2. Administers breathalyzer tests; records results;
3. Administers surveillance program for tracking and testing employees exposed to a variety of potential hazards;
4. Receives and distributes laboratory and toxicology reports from reference laboratory; maintains regular contact with reference laboratory to ensure accurate and timely reporting of test results; determines accuracy of results, especially when abnormal findings occur; meets deadlines on all tests run to prevent sample deterioration and to provide data to doctors as quickly as possible;
5. Maintains chain of custody for drug collection procedures;
6. Operates medical laboratory analytical equipment including centrifuge, blood analyzer, cell counter; interprets and records test results;
7. Coordinates random drug testing schedules;
8. Deals with patients in a sensitive, professional, and efficient manner;
9. Records data and completes logs and paperwork as required;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking in medical laboratory for short distances;
2. Occasional sitting at desk while completing paperwork;

Medical Laboratory Technologist

3. Frequent lifting/carrying up to 20 to 25 pounds of trays of samples, paperwork, supplies, or equipment;
4. Frequent bending/twisting at waist/neck while collecting blood samples;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while collecting samples, operating equipment, completing paperwork, and operating motor vehicle; requires fine motor skills for performing venipuncture;
6. Constant use of sight/hearing abilities in collecting and processing samples, operating equipment, completing paperwork, recording data, interpreting test results, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Frequent use of speech abilities in communicating with patients, doctors, paramedics, and outside laboratories;
8. Frequent use of sense of touch/pressure in performing venipuncture quickly and efficiently; occasionally in detecting temperature of samples.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in collecting, processing, and testing medical specimens according to established testing procedures;
2. Must be able to work independently and quickly;
3. Must be able to plan/prioritize work load to ensure that patients and samples are handled in an effective and timely manner;
4. Must possess good interpersonal skills and ability to deal with ill, injured, upset, and uncooperative patients in a sensitive, effective, and professional manner; must maintain good working relationship with outside laboratories;
5. Must be able to record and report data accurately;
6. Must possess excellent mathematical skills and be able to read and understand technical medical specifications and procedures;
7. Must be able to deal with pressure of deadlines, multiple tasks, frequent interruptions, and dealing with anxious, uncooperative, or upset patients.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled medical laboratory; occasionally out in field while collecting drug testing samples.

Tools & Equipment Used: Breathalyzer, centrifuge, syringes, needles, medical testing reagents, and rubber gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Bachelor's degree and completion of Medical Technology internship required. Knowledge of drug abuse testing and rehabilitation desirable.

OTHER SPECIAL QUALIFICATIONS

State Medical Technologist/Clinical Laboratory Technologist License required. Valid driver's license required. Must comply with continuing education requirements to maintain license.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Medical Records Clerk

JOB CODE : 050635

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for updating, maintaining, and researching current and inactive medical files.

DIMENSIONS

The incumbent reports to the Senior Staff Assistant and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares patient case records according to Company policies, procedures, and methods for all patients examined or admitted to the medical facility;
2. Interviews patients (in some locations); records and reviews data such as name, address, medical history, proper signature, previous examinations, etc.;
3. Enters patient information into computer;
4. Sorts and files medical correspondence including drug screens, doctors' reports, insurance reports, x-ray and lab reports, medical authorizations, and other relevant information;
5. Files and retrieves various medical records;
6. Completes and distributes accident reports;
7. Pulls, catalogs, and archives inactive files;
8. Performs general duties such as preparing reports monthly and yearly, typing, copying, answering telephones, escorting/chaperoning patients, faxing, microfilming, providing backup for front desk, and other special assignments as required;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in office areas while performing duties;
2. Frequent sitting while entering information into computer, completing paperwork, interviewing patients, etc.;
3. Frequent lifting/carrying paperwork, files, or supplies up to 15 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Medical Records Clerk

4. Frequent push/pull requiring force up to 10 to 15 pounds, opening doors or drawers or sliding files on shelves or in drawers;
5. Frequent bending/twisting at waist/knees/neck while filing on lower shelves;
6. Occasional kneeling/crouching while filing on lower shelves;
7. Constant use of both hands/arms in reaching/handling/grasping fingering while filing, operating computer, completing paperwork, answering telephones, etc.;
8. Constant use of sight abilities in completing, reviewing, sorting, and filing records, operating computer, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
9. Frequent use of speech/hearing abilities in interviewing patients, answering telephones, and communicating with coworkers and supervisors.

Mental

1. Constant attention to detail and accuracy required in collecting, reviewing, and filing medical records;
2. Must possess excellent organizational skills and memory to keep medical records in order, up to date, and recall locations;
3. Must possess good oral/written communication skills in answering telephones and dealing with coworkers; must be able to deal with ill or injured patients in a sensitive and effective manner;
4. Must be able to understand medical terminology and decipher doctors' diagnoses and notes for entry into computer;
5. Must be able to follow oral and written instructions and follow through on all assignments;
6. Must be flexible and able to cross train and assist other staff during absences.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office environment.

Tools & Equipment Used: Computer, typewriter, copier, fax, telephone, other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of Business Administration coursework or equivalent required. Previous medical office experience desirable.

OTHER SPECIAL QUALIFICATIONS

Thorough knowledge of medical terminology required. Basic computer skills required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Messenger

JOB CODE : 050105

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent receives and delivers mail, packages, and messages on an assigned route following procedures established by the department.

DIMENSIONS

The incumbent has no supervisory responsibilities and reports to an Office Assistant IV.

NATURE AND SCOPE

1. Picks up and delivers intracompany and user agency mail, messages, packages, and other unclassified material and documents from various locations by following a predetermined route and meeting time schedules at each stop;
2. Drives light vehicles to predetermined pickup and delivery points and makes special trips when required;
3. Sorts outgoing pony mail and U.S. mail following prescribed regulations;
4. Loads and unloads shuttle buses four times daily;
5. Operates mailing machines and postage scales so that the most economical rate is used for outgoing mail;
6. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent-to-constant standing/walking short distances while picking up/delivering mail between vehicle and buildings;
2. Frequent sitting while operating vehicle between pickup and delivery points;
3. Frequent lifting 20 to 50 pound mail sacks and packages with up to 30 repetitions per shift;
4. Pushing/pulling of mail carts to and from buses and light vehicles exerting 10 to 35 pounds of force;
5. Frequent climbing in and out of light vehicles; stair climbing, two flights five to ten times per shift;
6. Constant bending/twisting/turning at waist and neck while loading/unloading mail and driving vehicle throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while sorting and delivering mail, operating vehicle, completing paperwork, and using office equipment; frequent reaching above waist level;

Messenger

8. Constant use of sight abilities in sorting/delivering mail, operating vehicle, and maintaining a safe work place;
9. Frequent use of speech/hearing abilities in communicating with fellow workers and supervisors.

Mental

1. Constant mental alertness, concentration, and attention to detail required in operating motor vehicle, sorting/delivering mail, and maintaining a safe work place;
2. Must possess independent judgement, ability to plan/organize/prioritize work based on section procedures that deal with sorting and distributing mail and other day-to-day work assignments;
3. Must be able to handle highly sensitive materials in a secure and responsible manner;
4. Must be flexible and able to work unusual hours and shifts at remote locations as required;
5. Must be able to read/write/speak English, read addresses, and communicate with fellow workers and supervisors; must be able to read maps, routes, and schedules;
6. Must possess basic mathematical skills in order to operate postage equipment to determine most economical rate;
7. Must be able to deal with constant pressure of schedules and deadlines;
8. Must be able to follow established procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed both indoors and outdoors, driving government-owned light vehicles in all weather and traffic conditions on paved and unpaved roads to remote areas at the Nevada Test Site and Las Vegas.

Tools & Equipment Used: Van, mini-van, truck, mail carts, hand truck, mailing machines, postage scales and meters, mail sacks, bins, and trays. Safety equipment includes safety shoes, seat belts, and back support belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of related work experience required. Mailroom experience desirable. Incumbent will be automatically reclassified to Courier when a "Q" Clearance is granted.

OTHER SPECIAL QUALIFICATIONS

The incumbent will be required to drive light vehicles in all weather conditions and to wear safety shoes. Valid state driver's license required. Incumbent must have ability to obtain a "Q" Clearance.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Net Coordinator

JOB CODE : 050745

DATE PREPARED : December 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent operates the Central Control (Station 900) Console to monitor and respond to emergency conditions and electronically relay messages to responding agencies.

DIMENSIONS

The incumbent reports to the Radio Shop Supervisor or Duty Officer and has no supervisory responsibility.

NATURE AND SCOPE

1. Monitors radio nets, telephones, and 911 lines to receive information on emergencies;
2. Notifies emergency services including Fire Department, Medical Department, and Sheriff's office, as well as other relevant agencies such as Safety, Operations Coordination Center (OCC), and Power Dispatcher;
3. Documents all emergencies, incidents, and calls in accordance with established procedures;
4. Makes net announcements regarding weather conditions, road conditions, or other messages as requested;
5. Monitors OCC phones when required;
6. Maintains written procedures and updates telephone directory lists;
7. Prepares reports as necessary;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant sitting at work station in small room with minimal breaks;
2. Occasional lifting paperwork up to five pounds;
3. Occasional bending/twisting at waist/knees to and from seated position or while turning in chair;
4. Frequent use of both hands/arms in reaching/handling/grasping/fingering while operating radios, typing, completing paperwork, etc.;
5. Constant use of sight/hearing abilities in monitoring telephones and radio nets on multiple-light consoles, completing paperwork, keyboarding, etc.; must possess good hearing; visual requirements include color vision, peripheral vision, and visual acuity in near-, mid-, and far-range vision;

Net Coordinator

6. Constant use of speech/hearing abilities in dispatching and communicating with emergency agencies, duty officers, and departments.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in monitoring multiple radio nets, telephone lines, and personnel;
2. Must be able to work independently, make decisions, and react quickly and effectively in emergency situations;
3. Must possess excellent oral communication skills with ability to deal with all types of personnel in a clear, effective, and professional manner;
4. Must possess excellent planning/organization/prioritizing skills in order to notify proper agencies in the most effective manner;
5. Must be able to handle pressure of emergencies, heavy work load, constant interruptions, monitoring multiple incoming communications, cramped, noisy work area, and infrequent breaks;
6. Must be flexible and able to work rotating shifts;
7. Must be able to follow written procedures and checklists and work with minimal supervision;
8. Must possess good interpersonal skills; ability to deal with all levels of people; and ability to extract information from and maintain contact with victims who may be hurt, disoriented, or frightened;
9. Must be able to apply knowledge and experience to situations where written procedures are not specific.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office surrounded with communications equipment.

Tools & Equipment Used: Switchboard, radio nets, typewriter, telephone, tape recorders.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of radio dispatching or air traffic control experience required, preferably in an emergency network situation.

OTHER SPECIAL QUALIFICATIONS

Must be able to obtain Associated Public Safety Communication Officers certification. Basic computer skills required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Office Assistant I

JOB CODE : 050415

DATE PREPARED : January 1, 1992

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for performing various clerical assignments including typing, filing, data entry, documentation, and reception and will operate a variety of general office machines and equipment.

DIMENSIONS

The incumbent may report to an Office Assistant III or IV, branch or section supervisor, or designated individual and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs clerical/administrative duties requiring the application of established, detailed procedures; desktop instructions; and the use of standard forms or records;
2. Performs a variety of duties (depending on assignment) including photocopy support; prepares time records (exempt or nonexempt, nonbargaining unit [NENBU] only) under the supervision of an Office Assistant IV or Secretary; records/data checks, data entry; types simple correspondence and reports; and mail/materials/supplies distribution;
3. Completes simple reports from written instructions;
4. Files and retrieves computer documents and records, correspondence, and other materials using alpha-numeric filing system;
5. Operates general office equipment such as copiers, fax machines, microfiche/microfilm, document scanners, calculators, and computers; answers telephones and distributes messages;
6. Performs front/reception desk duties; issues machine/visitor/interview passes (as assigned);
7. Performs archive support, labeling, indexing, cataloging, and maintenance of documentation in accordance with established procedures and requirements;
8. Practices good housekeeping and maintains safety requirements at workstation and surrounding areas;
9. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in office areas while distributing messages, filing, etc.;
2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Office Assistant I

3. Frequent lifting/carrying paperwork, files, or office supplies up to 10 pounds; occasionally up to 40-pound boxes of records;
4. Occasional push/pull exerting up to ten pounds of force opening doors, file drawers, or pushing files to make room;
5. Occasional climbing step stool to reach upper shelves;
6. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
7. Occasional kneeling/crouching to reach lower file drawers;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.; overhead reaching required;
9. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
10. Frequent use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in completing all assignments;
2. Must be able to follow oral and written instruction, follow through on all assignments, and solve questions and problems by using established procedures or asking supervisor;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English, possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
5. Must be able to deal with pressure of handling multiple tasks, complaints, frequent interruptions, and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled office setting.

Tools & Equipment Used: Personal computer, mainframe computer, printer, typewriter, copier, telephone, fax, adding machine/calculator, dictaphone, other general office equipment, motor vehicle, stepladder, or carts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of clerical experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 44 words per minute net required. Driver's license may be required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Office Assistant II

JOB CODE : 050535

DATE PREPARED : January 1, 1992

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for performing various clerical/administrative assignments including typing, filing, data entry, documentation, and reception; operates word processing equipment to compile data and create reports of simple to medium complexity.

DIMENSIONS

The incumbent reports to a branch or section supervisor, Office Assistant III or IV, or a Secretary II and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs office work requiring the application of established, detailed procedures, desk top instructions, and the use of standard forms or records; prioritizes work flow to complete task assignments within established time frames;
2. Demonstrates proficient skill in operating computers, printers, reproduction equipment, calculators, microfilm/microfiche, facsimiles, etc., as assigned in support of job duties;
3. Compiles data; composes, prepares, and edits correspondence and reports of simple-to-medium complexity using established procedures or desktop instructions; updates databases and other files from a variety of sources requiring some interpretation of data; types various documents such as charts, reports, and memoranda; prepares time records (exempt or nonexempt, nonbargaining unit [NENBU] only) under the supervision of an Office Assistant IV or Secretary II;
4. Processes purchase requisitions and requests for stock items/office supplies for issue;
5. Copies, assembles, and distributes all types of correspondence including mail, reports, billings, invoices, orders, technical documents, etc.;
6. Performs general office duties such as proofreading, filing, posting data to records, answering telephones, taking and distributing messages;
7. Completes a current and accurate inventory and report of files, correspondence, postage, etc.; identifies, retrieves, and provides copies of correspondence or reference materials as requested;
8. Performs front desk/reception duties; issues machine/visitor/interview passes;
9. Maintains and demonstrates a working knowledge of changing Company technologies, policies, and procedures;
10. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Office Assistant II

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking short distances in office areas while distributing messages, filing, etc.;
2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Frequent lifting/carrying paperwork, files, or office supplies up to 10 pounds; occasionally up to 40-pound boxes of records;
4. Occasional push/pull exerting up to ten pounds of force opening doors, file drawers, or pushing files to make room;
5. Occasional climbing step stool to reach upper shelves;
6. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
7. Occasional kneeling/crouching to reach lower file drawers;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.; overhead reaching required;
9. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
10. Frequent use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in completing all assignments;
2. Must be able to follow oral and written instruction and follow through on all assignments;
3. Must be able to use some creativity, initiative, and apply knowledge and experience in interpreting data and performing work where established procedures may not be specific;
4. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
5. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
6. Must be able to deal with pressure of handling multiple tasks, complaints, frequent interruptions, and time constraints;
7. May be required to provide instruction and review of work of Office Assistant Is in some assignments.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled office setting.

Tools & Equipment Used: Personal computer, mainframe computer, printer, typewriter, copier, telephone, fax, adding machine/calculator, dictaphone, other general office equipment, motor vehicle, stepladder, or carts.

Office Assistant II

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of clerical experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 44 words per minute net required. Driver's license may be required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Office Assistant III

JOB CODE: 050742

DATE PREPARED: January 1, 1992

Revised: December 24, 1994

SUMMARY STATEMENT

The incumbent coordinates and performs various clerical functions of moderate complexity for an established work unit.

DIMENSIONS

The incumbent reports to a section or branch supervisor, Office Assistant IV, Personnel Assistant, Group Leader, or other administrative or technical personnel; may be responsible for supervising Office Assistants I or II and/or act in a lead capacity.

NATURE AND SCOPE

1. Performs a variety of difficult clerical assignments requiring independent analysis from written or verbal instructions; prioritizes work flow to complete task assignments within established time frames; cooperates in the completion of new tasks and projects outside of regular job responsibilities particular to the position as requested;
2. Demonstrates proficient skill in operating computers, printers, reproduction equipment, calculators, microfilm/microfiche, facsimiles, etc. as assigned in support of job duties;
3. Compiles data; composes, prepares, and edits correspondence and reports of simple to medium complexity using established procedures or desktop instructions; develops database structures, programs, and spreadsheets; updates databases and other files from a variety of sources; processes purchase requisitions and requests for stock items/office supplies for issue;
4. Leads other clerical personnel in completion of projects; may review work and train other Office Assistants;
5. Types various documents such as charts, reports, special projects, and memoranda; copies, assembles, and distributes all types of correspondence including mail, reports, billings, invoices, orders, technical documents, etc.; prepares time records (exempt or nonexempt, nonbargaining unit [NENBU] only) under the supervision of an Office Assistant IV or Secretary II;
6. Performs general office duties such as proofreading, filing, posting data to records, answering telephones, and taking and distributing messages;
7. Completes a current and accurate inventory and report of files, correspondence, postage, etc.; identifies, retrieves, and provides copies of correspondence or reference materials as requested;
8. Performs front desk/reception duties; issues machine/visitor/interview passes;
9. Maintains and demonstrates a working knowledge of changing Company technologies, policies, and procedures;
10. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;

Office Assistant III

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking short distances in office areas while distributing messages, filing, etc.;
2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Frequent lifting/carrying paperwork, files, or office supplies up to 10 pounds; occasionally up to 40-pound boxes of records;
4. Occasional pushing/pulling exerting up to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional climbing on step stool to reach upper shelves;
6. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
7. Occasional kneeling/crouching to reach lower file drawers;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.; overhead reaching required;
9. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
10. Frequent use of speech and hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in completing all assignments;
2. Must be able to work independently, use creativity and initiative, and apply knowledge and experience in interpreting data and performing work where established procedures may not be specific;
3. Must be able to plan, organize, and complete work in the most efficient manner and meet required deadlines;
4. Must be able to read, write, and speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
5. Must possess excellent oral and written communication skills and ability to read/compose letters, memoranda, instructions/procedures, reports, proposals, and legal and technical documents;
6. Must be able to deal with all levels of people in an effective and professional manner;
7. Must be able to provide leadership and assign and review work of others in a positive, effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled office setting.

Office Assistant III

Tools & Equipment Used: Personal computer, mainframe computer, printer, typewriter, copier, telephone, fax, adding machine/calculator, dictaphone, other general office equipment, motor vehicle, stepladder, or carts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and two years of related clerical experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 44 words per minute net required. Basic computer skills required. Specific work assignments will require proficiency in the use of various computer softwares such as WordPerfect 5.1, Lotus 1-2-3, FoxPro, and other programs. Valid driver's license may be required. High level security clearance may be required depending on specific work assignment.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Office Assistant IV

JOB CODE : 050852

DATE PREPARED : January 1, 1992

Revised: December 13, 1994

SUMMARY STATEMENT

The incumbent supervises other clerical personnel and/or coordinates and performs various medium to very complicated clerical functions for an established work unit.

DIMENSIONS

The incumbent reports to a section or branch chief or supervisor, Personnel Assistant, Group Leader, or other administrative or technical personnel; may be responsible for supervising Office Assistants I, II, III, or other clerical personnel.

NATURE AND SCOPE

1. Supervises one to three other Office Assistants or is responsible for one to three major functions of a section requiring decisions regarding procedures and answering questions regarding functions; assigns clerical staff to specific tasks and provides training if necessary; ensures weekly progress reports are turned in by deadline;
2. Performs a variety of difficult clerical assignments requiring independent analysis from written or verbal instructions; prioritizes work flow to complete task assignments within established time frames; cooperates in the completion of new tasks and projects outside of regular job responsibilities particular to the position as requested;
3. Operates personal computer and software to develop complex database structures including logic fields, data fields, and memoranda fields; creates programs, macros, and spreadsheets; types various documents such as charts, reports, and memoranda;
4. Compiles data; composes, prepares, and edits correspondence and reports of simple-to-medium complexity using established procedures or instructions; develops database structures, programs, and spreadsheets; updates databases and other files from a variety of sources; processes purchase requisitions and requests for stock items/office supplies for issue;
5. Makes recommendations concerning changes and procedures; prepares work schedules, expedites work flow; reviews work completed and in process; may conduct employee appraisals;
6. Maintains and demonstrates a working knowledge of changing Company technologies, policies, and procedures;
7. Performs general office duties such as proofreading, filing, posting data to records, answering telephones, taking and distributing messages;
8. Supervises preparation of time records for exempt, nonexempt, nonbargaining unit (NENBU), or craft positions; interprets payroll and bargaining unit documents;
9. Provides courteous assistance to internal and external customers;
10. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;

Office Assistant IV

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking short distances in office areas while distributing messages, filing, etc.;
2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Frequent lifting/carrying paperwork, files, or office supplies up to 10 pounds; occasionally up to 40-pound boxes of records;
4. Occasional pushing/pulling exerting up to ten pounds of force in opening doors or file drawers, pushing files to make room;
5. Occasional climbing on step stool to reach upper shelves;
6. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
7. Occasional kneeling/crouching to reach lower file drawers;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.; overhead reaching required;
9. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
10. Frequent use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in completing all assignments;
2. Must possess excellent problem-solving skills; be able to work independently and use creativity, initiative, and logic and apply knowledge and experience in creating databases/spreadsheets, interpreting data, and accomplishing goals where established procedures may not be specific;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
5. Must possess excellent oral/written communication skills and ability to read/compose letters, memoranda, instructions/procedures, reports, proposals, and legal and technical documents;
6. Must be able to deal with all levels of personnel and management in an effective and professional manner; must be dependable and reliable;
7. Must be able to provide leadership and training and assign/review work of others in a positive, effective manner.

Office Assistant IV

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled office setting.

Tools & Equipment Used: Personal computer, mainframe computer, printer, typewriter, copier, telephone, fax, adding machine/calculator, dictaphone, other general office equipment, motor vehicle, stepladder, or carts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent plus formal in-house training or job-related college course work, as well as three or more years of responsible office experience. One year of supervisory or performance in a lead capacity required.

OTHER SPECIAL QUALIFICATIONS

Typing 44 words per minute net required. Computer experience in VAX system and personal computers with proficiency in WordPerfect, dBase, FoxPro, and Lotus 1-2-3 desirable. Valid Nevada driver's license may be required depending on assignment. High level security clearance may be required depending on assignment.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Payroll Clerk I

JOB CODE : 050540

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent assists higher level Payroll Clerks with the day-to-day activities in ensuring all employees are paid correctly and with the distribution of weekly payroll. The incumbent also assists the Payroll Clerk III in maintaining payroll records and furnishing statistical payroll information requested by federal/state/local agencies and other REECo departments; participates in numerous phases of check preparation for distribution, bank deposits for composite groups, and compilation of information for the REECo Legal Department.

DIMENSIONS

The incumbent reports to either a Payroll Clerk III or a Group Leader and has no supervisory responsibility.

NATURE AND SCOPE

Records:

1. Researches, compiles information, and prepares reports and journal vouchers on payroll data for SIIS, Human Resources, Legal Department, and other requestors as required;
2. Maintains internal files for letters, authorizations, wage requests, accident reports, and other relevant data;
3. Receives/delivers direct deposit documents for composite customers;
4. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
5. Performs related work as required.

Time Records:

1. Reviews time input to ensure conformance with applicable union contracts/pay practices/Company policies; prepares corrections as applicable; sorts/batches/logs/submits timecards to the Information Systems Department for processing;
2. Drives to/from the Nevada Test Site to distribute/pick up payroll documents (i.e., payroll checks, timecards, and related payroll materials);
3. Calculates processing time/mileage/subsistence payments for new hires; prepares supplemental cards for verification by supervisor prior to payment; assists in sorting/preparing time cards and related paperwork for archive storage; distributes payroll checks throughout the Company;
4. Receives, sorts, and delivers weekly NTS payroll checks/direct deposit documents to designated areas, offices, etc.;
5. Answers questions regarding pay which do not require interpretation of labor contracts/policies/procedures;
6. Operates office equipment such as sorters/check folders/stuffers and makes minor repairs as needed;

Payroll Clerk I

7. Ensures an adequate supply of envelopes/stuffing materials are in place to begin the weekly check stuffing process;
8. Prepares supplemental cards for payment of approved pay in advance requests; assists the revenue function on an as-needed basis;
9. Types checks for terminations, early checks, replacements, etc., and maintains log;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking in office areas, at payroll window, while picking up timecards, or when delivering paychecks;
2. Frequent sitting at desk or computer or in motor vehicle while picking up/delivering payroll documents;
3. Frequent lifting/carrying timecards/paychecks/supplies up to 25 pounds, occasionally up to 40 to 50 pounds;
4. Frequent pushing/pulling requiring force up to ten pounds while filing, bundling paperwork, operating equipment;
5. Occasional bending/twisting at waist/knees/neck to and from seated position, while filing/operating motor vehicle;
6. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while operating motor vehicle/sorting/bundling/operating computer, and other office equipment;
7. Constant use of sight abilities in sorting/reviewing payroll documents, operating motor vehicle, and maintaining a safe work environment;
8. Constant use of speech/hearing abilities in communicating with coworkers/supervisors, answering questions over the phone and in person.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in processing/reviewing/sorting payroll documents and ensuring that all activities are performed properly/accurately;
2. Must be able to follow oral/written instructions and complete all assignments within required deadlines;
3. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
4. Must possess oral/written communication skills in order to deal with employees/vendors/agencies in a professional/effective manner;
5. Must possess excellent mathematical skills.

Payroll Clerk I

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed indoors in an office environment with daily travel to various Company locations in motor vehicle during all types of weather conditions.

Tools & Equipment Used: Computer keyboard/terminal, calculator/10-key, microfiche, copier, fax machine, typewriter, check stuffer/sealer machine, check folder, sorting machine and other general office equipment, motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of general office experience, timekeeping or payroll experience required with a working knowledge of union contracts and agreements.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Knowledge of typing, 10-key, Lotus 1-2-3, and computer experience is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Payroll Clerk II

JOB CODE : 050645

DATE PREPARED : July 1, 1990

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent verifies/processes/balances voluntary payroll deductions and direct deposit deductions; calculates/verifies paid leave/jury duty/military pay; researches/compiles payroll information/reports; ensures accurate/timely completion of weekly payroll; performs work related to computation of pay/maintenance of payroll records/distribution of weekly payroll.

DIMENSIONS

The incumbent reports to a Payroll Clerk III or Group Leader and may supervise a Payroll Clerk I.

NATURE AND SCOPE

Records:

1. Assists in the preparation of deposit authorization documents/savings bond deduction forms and other payroll-related documents as required;
2. Processes documents pertaining to payroll deductions for taxes/insurance/bonds/dues/federal and state levies/garnishments, etc.;
3. Computes retroactive pay increases and other rate changes; prepares timecards for terminating employees/annual leave/mileage/travel allowances;
4. Verifies that payroll direct deposit documents and voluntary deduction documents are accurate;
5. Researches/compiles information required to prepare the Nevada Employment Security Department reports by calculating hours worked/paid including premium and straight time paid;
6. Verifies that paid leave usage is accurate; adjusts leave balances as necessary at end of year; calculates/approves leave balance of terminating employees;
7. Calculates jury duty/military pay according to applicable labor contracts/policies/procedures;
8. Reconciles payroll entries to Accounts Receivable; verifies travel expenses;
9. May be required to make minor repairs to equipment such as sorters/check folders;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Time Records:

1. Reviews/sorts/processes payroll documents to ensure accurate/timely completion of payroll;

Payroll Clerk II

2. Possesses a working knowledge of current union contracts/agreements and Company policies/pay practices; exercises this knowledge by ensuring time input is in compliance;
3. Answers questions regarding union contracts/terminations/pay practices including correct rates/methods of payment/unusual situations;
4. Operates office equipment such as sorters/check folders/stuffers and makes minor repairs as needed;
5. Directs the functions/activities of the Mercury Payroll Branch Office in the absence of supervision; ensures all assignments are completed within established time frames;
6. Directs the timely distribution of paychecks throughout the Nevada Test Site (NTS); sorts/batches/logs/submits timecards to the Information Systems Department for processing; assists in the pickup of timecards and distribution of checks;
7. Computes retroactive pay increases and other rate changes; prepares timecards for terminating employees/annual leave/mileage/travel allowances;
8. Reconciles payroll entries to Accounts Receivable; verifies travel expenses/jury duty/injuries/leave records;
9. Directs the functions of the swing shift payroll operations; ensures the accuracy of input and timely closing of the weekly payroll;
10. Assists in the preparation of deposit authorization cards/savings bond deduction forms and other payroll-related documents as required (Mercury Branch Office); responsible for processing orders through the Just-In-Time computer system for the Las Vegas and Mercury payroll sections; assists the revenue function as needed; drives to NTS as needed;
11. Responsible for maintaining an adequate supply of blank checks to be used for terminations, early check requests, replacements, etc.;
12. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking in office areas or at payroll window;
2. Frequent sitting at desk or computer while performing duties;
3. Occasional lifting/carrying paperwork or supplies 5 to 50 pounds;
4. Occasional pushing/pulling requiring force up to ten pounds while filing, bundling paperwork, or operating equipment;
5. Occasional bending/twisting at waist/knees/neck to and from seated position or while filing;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while sorting, bundling, or operating computer, scanner, and other office equipment;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Payroll Clerk II

7. Constant use of sight abilities in sorting and reviewing payroll documents and operating computer, office equipment, motor vehicles, etc.;
8. Constant use of speech/hearing abilities in communicating with coworkers and supervisors and answering questions over the telephone and in person.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in processing, reviewing, and sorting payroll documents and ensuring that all activities are performed properly and accurately;
2. Must be able to follow oral and written instructions and complete all assignments within required deadlines;
3. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
4. Must possess oral/written communication skills in order to deal with employees and coworkers in a professional, effective manner;
5. Must possess excellent mathematical skills;
6. Must possess good memory to recall various bargaining unit contract payroll requirements;
7. Ability to supervise/lead assigned personnel if required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment or outdoors while operating a motor vehicle under all types of weather conditions.

Tools & Equipment Used: Computer keyboard/terminal, calculator/10-key, microfiche, copier, fax machine, typewriter, check stuffer/sealer machine, check folder, sorting machine, and other general office equipment, motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Three years of timekeeping or payroll experience required.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Computer experience and familiarity with Lotus 1-2-3 required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Payroll Clerk III

JOB CODE : 050755

DATE PREPARED : July 1, 1990

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent reviews and approves work involved with producing weekly payroll, payment of fringe benefits, and development of payroll-related reports; supervises the details of processing source documents to produce weekly payroll; maintains consistent method of paying employees based on varied labor agreements and established Company procedures and pay practices.

DIMENSIONS

The incumbent reports to a Group Leader or Payroll Branch Chief and may supervise Payroll Clerk Is and IIs.

NATURE AND SCOPE

Records:

1. Balances/adjusts/prepares payment of fringe/non-fringe benefits; prepares weekly payroll deductions for verification of automation systems; reconciles payroll entries to Accounts Receivable;
2. Prepares/balances approximately 125 craft fringe benefit reports which track various fringe benefit funds such as health and welfare and pension deductions;
3. Reconciles payroll entries with accounts receivable; verifies jury duty/injuries/leave records;
4. Compiles data necessary to adjust craft fringe benefit deductions for each employee; prepares DOE Order reports as required;
5. Prepares manual checks when necessary due to terminations or early check requests including proper deductions;
6. Maintains/balances files such as those used to collect child support payments/cash advances/Internal Revenue Service levies;
7. Verifies travel expenses/jury duty/injuries/leave records;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

Time Records:

1. Supervises work involved in processing of source documents to produce weekly payroll in accordance with Company procedures and deadlines;
2. Possess thorough knowledge and is able to explain/answer questions on contracts/terminations/pay practices including rates of pay, methods of payment, and unusual situations;
3. Prepares supplemental timecards for terminating employees, annual leave, mileage, and travel allowance; processes retroactive pay increases, apprentice pay increases, and other master rate changes when due;

Payroll Clerk III

4. Ensures that payments are made in accordance with various labor agreements and Company pay procedures; initiates adjustments as applicable;
5. Checks weekly labor detail report, fair labor standards act listing, and special earnings report for errors; ensures corrections are prepared;
6. Verifies prior week's adjustments; maintains outstanding check list; checks weekly labor detail edit report for payroll accuracy;
7. Conducts in-house training sessions with subordinates covering all phases of the payroll process;
8. Assists in sorting/batching/checking cards for accuracy; sorts/prepares timecards and related paperwork for archive storage;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking in office areas or while picking up timecards or delivering paychecks;
2. Frequent sitting at desk or computer while performing duties;
3. Occasional lifting/carrying paperwork or supplies 5 to 50 pounds;
4. Frequent pushing/pulling requiring force up to ten pounds while filing, bundling paperwork, or operating equipment;
5. Occasional bending/twisting at waist/knees/neck to and from seated position or while filing;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while sorting, bundling, operating computer, scanner, and other office equipment;
7. Constant use of sight abilities in sorting and reviewing payroll documents, operating computer, office equipment, motor vehicles, etc.;
8. Constant use of speech/hearing abilities in communicating with coworkers and supervisors, answering questions over the telephone and in person.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy are required in processing, reviewing, and sorting payroll documents and ensuring that all activities are performed properly and accurately;
2. Must be able to recall and apply multiple bargaining unit payroll procedures;
3. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
4. Must possess excellent oral/written communication skills in order to deal with employees and coworkers in a professional, effective manner;

Payroll Clerk III

5. Must possess leadership/supervisory skills and ability to train and review the work of others;
6. Must possess excellent mathematical skills;
7. Must be able to deal with pressure of weekly deadlines, complex procedures, frequent interruptions, and the responsibility of handling payroll for thousands of employees.

WORKING CONDITIONS AND EQUIPMENT USED

Work is normally performed indoors in an office environment. Occasional trips made in a motor vehicle in all types of weather conditions.

Tools & Equipment Used: Computer keyboard/terminal, calculator/10-key, microfiche, copier, fax machine, typewriter, check stuffer/sealer machine, check folder, sorting machine, and other general office equipment, motor vehicle if required.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and four years of timekeeping or payroll experience required.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Computer experience and familiarity with Lotus 1-2-3 required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: PBX Operator I

JOB CODE : 050420

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for operating the DOE switchboard console and assisting with billing and maintenance of the DOE directory and other related clerical activities.

DIMENSIONS

The incumbent reports to an Office Assistant IV or Telecommunications Specialist and has no supervisory responsibilities.

NATURE AND SCOPE

1. Operates telephone switchboard console; promptly and efficiently provides callers with information on telephone numbers and routes calls to appropriate parties;
2. Provides callers with general information from personnel locator lists contained in computer database;
3. Assists callers with dialing instructions for FTS calls, toll calls, or "meet me" conference calls;
4. Maintains locator lists by inputting information into an on-line computer system;
5. Performs clerical duties such as document filing, typing, or distribution as designated by supervision;
6. Enters information into on-line system for computer-generated reports;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office areas;
2. Constant sitting on chair at switchboard console;
3. Occasional lifting/carrying paperwork or office supplies 1 to 10 pounds; sometimes up to 25-pound boxes of paper;
4. Occasional push/pull requiring force of one to ten pounds opening doors/file drawers;
5. Occasional climbing step stool while filing;
6. Occasional bending/twisting at waist/knees/neck to and from seated position;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating switchboard console, computer keyboard, and filing;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

PBX Operator I

8. Constant use of sight abilities in monitoring switchboard console, operating computer, etc.; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech/hearing abilities in answering telephones, communicating with callers, and giving and receiving instructions.

Mental

1. Frequent mental alertness and attention to detail required in monitoring and answering telephone switchboard console and maintaining computer databases and locator lists;
2. Must possess excellent oral communication and interpersonal skills with ability to deal with the all levels of DOE, the Company, and other personnel and the general public in a professional and effective manner;
3. Must be able to deal with abrasive or hostile customers in a tactful and effective manner;
4. Must possess basic mathematical skills and ability to read/write/speak English;
5. Must be able to complete logs and enter data into computer accurately;
6. Must be able to read and understand all operating procedures and applicable technical information;
7. Must be able to handle pressure of working with the general public and handling complaints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: PBX switchboard console, mainframe computer, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of general office experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 25 words per minute minimum.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: PBX Operator II

JOB CODE : 050545

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for operating the DOE switchboard console and assisting with billing and maintenance of the DOE directory and other related clerical activities.

DIMENSIONS

The incumbent reports to an Office Assistant IV or Telecommunications Specialist and may train a PBX Operator I.

NATURE AND SCOPE

1. Operates telephone switchboard console; promptly and efficiently provides callers with information on telephone numbers and routes calls to appropriate parties;
2. Provides callers with general information from personnel locator lists contained in computer database;
3. Assists callers with dialing instructions for FTS calls, toll calls, or "meet me" conference calls;
4. Assists in training newly assigned personnel and PBX Operator Is;
5. Maintains telephone roster and locator lists by making changes, additions, and deletions in computer database;
6. Performs clerical duties such as document filing, typing, or distribution as designated by supervision;
7. Maintains information on concise costs of telephones and associated equipment using the telephone management system;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office areas;
2. Constant sitting on chair at switchboard console;
3. Occasional lifting/carrying paperwork or office supplies 1 to 10 pounds; sometimes up to 25-pound boxes of paper;
4. Occasional push/pull requiring force of one to ten pounds in opening doors/file drawers;
5. Occasional climbing step stool while filing;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

PBX Operator II

6. Occasional bending/twisting at waist/knees/neck to and from seated position;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating switchboard console, computer keyboard, and filing;
8. Constant use of sight abilities in monitoring switchboard console, operating computer, etc.; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech/hearing abilities in answering telephones, communicating with callers, and giving and receiving instructions.

Mental

1. Frequent mental alertness and attention to detail required in monitoring and answering telephone switchboard console and maintaining computer databases and locator lists;
2. Must possess excellent oral communication and interpersonal skills with ability to deal with the all levels of DOE, Company, and other personnel and the general public in a professional and effective manner;
3. Must be able to deal with abrasive or hostile customers in a tactful and effective manner;
4. Must possess basic mathematical skills and ability to read/write/speak English;
5. Must be able to complete logs and enter data into computer accurately;
6. Must be able to read and understand all operating procedures and applicable technical information;
7. Must be able to handle pressure of working with the general public and handling complaints;
8. Must be able to provide training and leadership to assigned personnel in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: PBX switchboard console, mainframe computer, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of PBX-operator experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 25 words per minute minimum. May be required to obtain high level security clearance from the DOE.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Personnel Assistant

JOB CODE : 050910

DATE PREPARED : April 15, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs a variety of clerical and administrative functions relating to current and potential Company employee personnel activities.

DIMENSIONS

The incumbent reports to a Group Leader, the Personnel Processing & Security Administrator, or Recruiting & Employment Specialist and may train, supervise, and review the work of others.

NATURE AND SCOPE

1. Performs a variety of activities relating to specialized personnel functions which may include the following: Reviewing employment applications to ensure completeness; scheduling physical examinations; typing all hire papers; coding applications for computer input; scheduling and authorizing badges/security processing for applicants, contractors, and consultants; and other related duties;
2. Coordinates, schedules, and ensures completion of employee processing in a timely manner;
3. May perform special duties such as conducting background investigations on applicants and hires;
4. Compiles, analyzes, and prepares data; prepares and composes weekly, monthly, quarterly, semi-annual, and annual reports regarding personnel;
5. Prepares advertising requisitions and in-Company job postings;
6. Performs a variety of clerical functions such as maintaining log books, typing, filing, answering telephones, copying, proofreading, and other related activities;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent standing/walking for short distances in office areas while performing duties;
2. Frequent sitting at desk or computer;
3. Occasional lifting/carrying paperwork or office supplies 5 to 10 pounds; sometimes up to 20 to 25 pounds of records boxes, carts, and bins;
4. Occasional push/pull exerting force up to five to ten pounds opening doors or file drawers;
5. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, handling telephones, etc.;

Personnel Assistant

6. Constant use of sight abilities in reviewing documents, reading computer screen, etc.; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in communicating with applicants, employees, law enforcement agencies, courts, coworkers, and supervisors.

Mental

1. Constant mental alertness and attention to detail required in processing, reviewing, and sorting personnel documents, maintaining security of sensitive and confidential information, and ensuring that all activities are performed properly and accurately;
2. Must be able to work independently, follow oral and written instructions, and complete all assignments within required deadlines;
3. Must be able to use independent judgement, knowledge, and experience to interpret court and law enforcement documents in an unbiased manner;
4. Must possess organizational and problem-solving skills to resolve issues and research problems and complete work in an effective and efficient manner;
5. Must possess excellent oral communication skills in order to deal with applicants, employees, and coworkers; must be able to deal with all types of people, interview, persuade, and handle sensitive information in a professional and effective manner;
6. Must possess good written communication skills in order to complete logs, forms, and record data accurately, compose memos, and write instructions clearly;
7. Must possess basic mathematical skills and read/write/speak English; must be able to read and understand technical information, legal documents, naturalization documents, foreign/citizenship paperwork, etc.;
8. Must possess good memory to recall various procedures and regulations regarding handling of personnel information;
9. Must be able to handle pressure of multiple tasks, frequent interruptions, deadlines, handling complaints/angry people, maintaining confidentiality;
10. Must be able to train, assign work, and supervise others in an effective and positive manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an office environment.

Tools & Equipment Used: Mainframe computer keyboard/terminal, personal computer, printer, copier, fax machine, telephone, typewriter, carts, bins, and other general office equipment, motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent plus two years of personnel experience required.

OTHER SPECIAL QUALIFICATIONS

Ability to obtain "Q" clearance required. Driver's license required. One year of computer experience preferred.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Programmer I

JOB CODE: 050835

DATE PREPARED : June 3, 1988

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent writes, develops, maintains, and translates programs and specifications into computer language and thoroughly tests and debugs all assigned programs.

DIMENSIONS

The incumbent reports to a Chief Systems Analyst Programmer, Lead Systems Analyst Programmer, or other management and has no supervisory responsibility.

NATURE AND SCOPE

1. Analyzes program specifications; writes, maintains, and modifies program code for new and existing automated data processing systems as required; prepares test data; and debugs computer applications as assigned;
2. Researches, acquires, tests, and implements new technologies to meet expanding organizational needs;
3. Assists in preparing all levels of diagrams and logic flow charts; prepares documentation and operating instructions for each assigned program; designs and creates user input screens and menus for assigned software;
4. Develops a working knowledge of VAX/VMS commands, utilities, and applicable software development tools;
5. Complies with and has a working knowledge of computer security procedures including all Company, department, and desktop procedures;
6. May train computer users and operators in computer applications; communicates effectively with department personnel and other contacts;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas;
2. Constant sitting at computer or desk while performing duties;
3. Occasional lifting/carrying up to 10 pounds of paperwork or printouts; sometimes up to 50-pound boxes of computer paper or computer equipment;
4. Occasional push/pull up to 30 pounds of force in moving computer equipment where required;

Programmer I

5. Occasional bending/twisting at waist/knees to and from seated position;
6. Constant use of both hands/arms in handling/grasping/fingering while operating computer, completing paperwork, etc.;
7. Constant use of sight ability in reading program specifications, codes, technical manuals, computer screens, printouts, etc.;
8. Constant use of speech/hearing abilities in communicating with coworkers, supervisors, and computer users/operators.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in designing, writing, and debugging computer applications and supporting documentation;
2. Must possess excellent problem-solving, logic, creative, organizational, and prioritizing skills in order to produce and debug accurate, effective, concise, user friendly computer programs;
3. Must possess excellent oral/written communication skills, mathematical skills through calculus, and ability to read and understand technical specifications, manuals, journals, and programming languages;
4. Must be able to communicate with users to determine/clarify program requirements and/or train in computer applications;
5. Must be able to follow oral and written instructions and comply with all computer security procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office environment.

Tools & Equipment Used: Personal computers, mainframe computers, printers, copiers, telephone, technical manuals, software such as word processors, spreadsheets, databases and others, general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and advanced vocational training. Two years of PC computer experience in design and development of PC computer-based software.

OTHER SPECIAL QUALIFICATIONS

Ability to obtain "Q" clearance required. Working knowledge of common PC software such as FoxPro, Lotus 1-2-3, WordPerfect, Ventura Publisher, etc., required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Property Inspector

JOB CODE : 050765

DATE PREPARED : April 15, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for inspecting and maintaining records on quantity, condition, and location of real property.

DIMENSIONS

The incumbent reports to the Property Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Inspects condition, serviceability, location, and quantity of equipment/supplies in use, storage, being received or checked out, ensuring that all records match physical description;
2. Maintains equipment accounts and associated records and files including requisitions, receipts, location codes, photographs, and other relevant information;
3. Ensures that all property being removed is in accordance with property control procedures;
4. Prepares and compiles data for weekly, monthly, quarterly, and annual reports as required;
5. Enters and updates information in various property inventory computer programs;
6. Conducts inventories and investigations into location/condition of property as assigned;
7. Completes paperwork;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking on all types of terrain while locating/inspecting properties up to one to two miles per shift;
2. Frequent sitting at desk or computer while entering data or completing paperwork or in vehicle while traveling to property locations;
3. Frequent lifting/carrying paperwork, supplies, equipment, or materials up to 30 pounds;
4. Frequent push/pull exerting force up to 10 to 30 pounds while moving/inspecting materials and equipment;
5. Occasional climbing stairs, ladders, or up and down slopes to reach property locations;

Property Inspector

6. Frequent bending/twisting at waist/knees/neck while inspecting properties, equipment, or operating motor vehicle;
7. Occasional kneeling/crouching while inspecting equipment;
8. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering equipment, supplies, or materials while inspecting; entering data in computer; typing; driving vehicle; completing paperwork; etc.;
9. Constant use of sight/hearing abilities in inspecting and inventorying property, operating computer, driving motor vehicle, and maintaining a safe work environment; visual requirements include color vision, peripheral vision, depth perception, and visual acuity in near-, mid-, and far-range vision;
10. Frequent use of speech abilities in communicating with coworkers, supervisors, and property users.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in inspecting and inventorying real property, and ensuring that all procedures regarding property use are followed;
2. Must be able to work independently, possess initiative, and follow through with all decisions and assignments;
3. Must be able to follow and enforce property control procedures;
4. Must be flexible and able to work under all types of conditions in all types of locations while locating and inspecting properties;
5. Must possess basic mathematical skills and be able to read/write/speak English;
6. Must be able to complete logs, forms, and record data accurately; compose letters and memoranda as required; and read and understand basic instructions, procedures, and technical information;
7. Must possess interpersonal skills in order to communicate with coworkers, supervisors, and property users in an efficient and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Some work is performed in an office environment; some out in the field under all types of conditions, in warehouse, buildings, tunnels, and outdoors in all types of weather.

Tools & Equipment Used: Personal computer, mainframe computer terminal, printer, camera, typewriter, calculator, copier, telephone, and motor vehicles.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of experience in warehousing, purchasing/receiving, or property management required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Recreation Aide I

JOB CODE : 050305

DATE PREPARED : April 15, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs a variety of support duties and services to provide recreational activities for Company employees.

DIMENSIONS

The incumbent reports to a Recreation Leader and usually has no supervisory responsibility.

NATURE AND SCOPE

1. Performs a variety of recreation duties including issuing recreational equipment, supporting softball program, lifeguarding at swimming pool, and performing pool maintenance;
2. Performs facilities maintenance as assigned such as picking up golf balls, dragging softball field, and reporting necessary maintenance/repairs to management;
3. May assist in coordinating tournaments and general programming under direction of a Recreation Leader;
4. Assists in completing reports, logs, and other paperwork;
5. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Constant standing/walking/running throughout recreation and softball fields;
2. Occasional sitting while completing paperwork or recording statistics;
3. Frequent lifting/carrying balls, bats, gloves, or other recreational equipment up to 25 pounds for distances up to 25 feet; occasional lifting up to 100-pound free weights;
4. Frequent pushing/pulling exerting force of 20 to 75 pounds while moving recreation, exercise, or maintenance equipment;
5. Occasional climbing stairs or ladders to reach some areas;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while issuing equipment, recording statistics, performing maintenance, etc.;
7. Constant use of sight/hearing abilities in observing/recording program information, issuing equipment, and ensuring all safety rules are followed;

Recreation Aide I

8. Constant use of speech abilities in communicating with participants, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in observing and recording information, issuing equipment, and ensuring safety rules are followed;
2. Must be able to follow oral/written instructions, follow through, and complete all assignments;
3. Must possess good oral communication skills and diplomacy and be able to deal with all types of personalities in a pleasant and professional manner;
4. Must be able to read/write/speak English and possess basic mathematical skills;
5. Must be able to respond quickly and effectively to emergency situations.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed mostly outdoors in Nevada summer weather or inside recreation buildings.

Tools & Equipment Used: All types of recreational and sports equipment, field maintenance equipment, mainframe and personal computers, printer, calculator, copier, fax, and telephone.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required.

OTHER SPECIAL QUALIFICATIONS

Advanced Lifesaving, CPR, and First Aid Certification required. Knowledge of sports and background in recreation preferred. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Recreation Aide II

JOB CODE : 050555

DATE PREPARED : April 15, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs a variety of services to provide recreational activities for Company employees and maintain recreational facilities.

DIMENSIONS

The incumbent reports to a Recreation Leader and may have some supervisory responsibility.

NATURE AND SCOPE

1. Performs customer service duties at recreational facilities such as taking reservations, issuing equipment and lockers, and answering telephones and questions;
2. Performs lifeguard duties, enforces safety rules, and trains and assists customers in proper use of recreational equipment;
3. Performs maintenance and inspection activities such as cleaning swimming pools and patio areas, dressing softball fields, and other related activities as assigned;
4. Makes periodic participation counts;
5. Assists in coordinating and supervising leagues, tournaments, and other activities under direction of a Recreation Leader;
6. Completes reports and logs, posts results of games/tournaments, and inventories equipment; works on other projects as required;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking/running throughout recreation facilities;
2. Occasional sitting while completing paperwork;
3. Frequent lifting/carrying recreational equipment or cleaning supplies up to 25 pounds for distances up to 25 feet; occasional lifting up to 100-pound weights;
4. Frequent push/pull exerting force up to 50 pounds in moving recreational equipment and performing general cleanup and maintenance;
5. Occasional climbing stairs or ladders to reach some areas;

Recreation Aide II

6. Frequent bending/twisting at waist/knees/neck while operating cleaning equipment or assisting customers with recreational activities or equipment;
7. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering while issuing equipment, completing paperwork, performing maintenance, etc.;
8. Constant use of sight/hearing abilities in monitoring recreational activities, issuing equipment, cleaning, and ensuring all safety rules are followed;
9. Constant use of speech abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in monitoring recreational activities, lifeguarding, issuing equipment, and ensuring safety rules are followed;
2. Must be able to monitor multiple activities and react quickly and calmly in emergencies;
3. Must possess good oral communication skills and diplomacy; be able to deal with all types of personalities in a pleasant and professional manner while enforcing rules; and possess the ability to deal with disorderly or belligerent people;
4. Must be able to plan and organize work to ensure that all duties have been completed;
5. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed mostly outdoors with some duties inside recreation building and around swimming pool.

Tools & Equipment Used: All types of sports and recreational equipment, pool cleaning equipment, pool chemicals (acid/chlorine), vacuum, cleaning supplies, personal and mainframe computer, printer, calculator, copier, and telephone.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. One year of previous recreational experience preferred.

OTHER SPECIAL QUALIFICATIONS

Advanced Lifesaving, CPR, and First Aid Certification required. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Recreation Leader

JOB CODE : 050770

DATE PREPARED : April 15, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent promotes, coordinates, and oversees recreational activities for Company employees and maintains recreational facilities and equipment.

DIMENSIONS

The incumbent reports to the Recreation Coordinator and supervises Recreation Aide Is and IIs.

NATURE AND SCOPE

1. Directs and supervises activities of Recreation Aide Is and IIs;
2. May teach classes in aerobics, crafts, and other activities as assigned;
3. Coordinates and schedules seasonal activities, tournaments, and classes;
4. Performs customer service activities such as taking reservations, issuing equipment and lockers, and answering telephones and questions;
5. Performs lifeguard duties and enforces safety rules; trains and assists customers in proper use of Nautilus equipment;
6. Performs maintenance or inspection activities which may include cleaning swimming pools and patio areas, cleaning/polishing bowling lanes, mopping, wiping down walls, minor equipment repair, and other related activities as assigned;
7. Completes reports, movie logs, posts results of games/tournaments, and inventories equipment;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking/running throughout recreation facilities;
2. Occasional sitting while completing paperwork;
3. Frequent lifting/carrying recreational equipment or cleaning supplies up to 25 pounds for distances up to 25 feet; occasional lifting up to 100-pound weights;
4. Frequent push/pull exerting force up to 50 pounds in moving recreational equipment and performing general maintenance and cleanup activities;

Recreation Leader

5. Occasional climbing stairs or ladders to reach some areas;
6. Frequent bending/twisting at waist/knees/neck while operating cleaning equipment or assisting customers with recreational equipment or activities;
7. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering while issuing equipment, completing paperwork, performing maintenance, etc.;
8. Constant use of sight/hearing abilities in monitoring recreational activities, issuing equipment, cleaning, and ensuring all safety rules are followed;
9. Constant use of speech abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in monitoring recreational activities, lifeguarding, issuing equipment, and ensuring safety rules are followed;
2. Must be able to monitor multiple activities and react quickly and calmly in emergencies;
3. Must possess good oral communication skills and diplomacy; be able to deal with all types of personalities in a pleasant and professional manner while enforcing rules; ability to deal effectively with disorderly or belligerent people;
4. Must be able to plan and organize work to create schedules and ensure that all duties have been completed;
5. Must possess leadership/supervisory ability to deal with subordinates effectively, efficiently, and in a positive manner;
7. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed mostly outdoors with some activity inside recreation facility and around swimming pool.

Tools & Equipment Used: All types of sports and recreational equipment, pool cleaning equipment, pool chemicals (acid/chlorine), cleaning supplies, mainframe and personal computer, printer, copier, and telephone.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. College degree in recreation preferred. Minimum of two years of previous recreational experience required in lieu of degree.

OTHER SPECIAL QUALIFICATIONS

Advanced Lifesaving, CPR, and First Aid Certification required. Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Reproduction Machine Operator I

JOB CODE: 050310

DATE PREPARED: April 20, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent operates and maintains a small offset printing press and a variety of copying/duplicating equipment.

DIMENSIONS

The incumbent reports to a Reproduction Machine Operator II, Printing Plant Section Chief, or Printing Plant Assistant Section Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates high-speed copying/duplicating equipment or a small offset printing press to meet customer - specifications and deadlines;
2. Performs pre- and post-press procedures, camera and film assembly, imposition and plate making, and runs multi-color work;
3. Performs maintenance on machinery including loading paper, clearing paper jams, changing toner, cleaning glass, and other related activities;
4. Maintains quality and quantity production levels as established;
5. Orders supplies as needed; keeps records of reproduction activity; performs general cleanup in work area as required;
6. Assists with bindery operations or process camera work as required;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent-to-constant standing/walking for short distances in work area;
2. Occasional sitting while programming equipment or completing paperwork;
3. Frequent lifting/carrying paper or supplies up to 25 pounds, occasionally up to 50-pound boxes of paper;
4. Frequent pushing/pulling exerting force of 15 to 25 pounds while clearing paper jams and performing maintenance on machines;
5. Frequent bending/twisting at waist/knees/neck while loading paper or performing maintenance on machines;

Reproduction Machine Operator I

6. Occasional kneeling while performing maintenance on machines;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating printing/duplicating equipment, loading paper, performing maintenance, etc.;
8. Constant use of sight/hearing abilities in operating and monitoring printing/duplicating equipment and performing maintenance as required; visual requirements include color vision and visual acuity in near- and mid-range vision;
9. Frequent use of speech ability in clarifying customer orders and communicating with supervisors and coworkers.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in operating printing and high-speed duplicating equipment to meet customer specifications;
2. Must be able to work independently and follow through on all assignments; must possess problem-solving and troubleshooting skills;
3. Must be able to work quickly and accurately to meet deadlines;
4. Must possess excellent planning/organizational skills to meet customer specifications and deadlines;
5. Must possess oral/written communication skills in order to deal with customers, coworkers, and supervisors in an efficient, professional manner;
6. Must possess basic mathematical skills and ability to read/write/speak English and be able to read and understand customer work orders.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in print shop or reproduction equipment room or bindery area.

Tools & Equipment Used: Small offset printing press and attachments, high speed Xerox copiers, bindery equipment, paper punches, drills, presses, staplers, collators, toner/fixer, and other reproduction equipment supplies/chemicals.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of one year of experience in the printing field or one year of printing-related training required. Must be knowledgeable in printing operations, paper grades, printing inks including types, additives, and pantone matching system.

OTHER SPECIAL QUALIFICATIONS

The incumbent must undergo one week of training on equipment from equipment manufacturer or experienced operator. Must be able to obtain a "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Reproduction Machine Operator II

JOB CODE : 050655

DATE PREPARED : August 1, 1983

Revised: January 5, 1994

SUMMARY STATEMENT

The incumbent operates and maintains a variety of complex copying/duplicating and large offset printing equipment.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief or Assistant Section Chief and may supervise or review the work of a Reproduction Machine Operator I.

NATURE AND SCOPE

1. Operates high-speed computerized copiers and large offset printing presses (14" x 20" or smaller) to process classified and unclassified materials to meet customer specifications and deadlines;
2. Performs pre- and post-press procedures, camera and film assembly and imposition, plate making, and runs multi-color work;
3. Operates advanced printing equipment and related machines;
4. Performs maintenance and complex adjustments on presses and related equipment including loading paper, clearing paper jams, changing toner, cleaning glass, and other related activities;
5. Operates copy support equipment such as cameras, bindery equipment, collators, drill press, perfect binding, shrink wrap, blueline equipment, cutters, and folders;
6. Maintains quality and quantity of production levels as established; keeps records of reproduction activity; completes reports as required; performs general cleanup in work area as required; maintains and orders supplies as needed;
7. May train, supervise, or assign work to other equipment operators;
8. Cross trains on various types of duplicating equipment; fills in for other operators as required;
9. Performs counter work, screening customer requests, and giving advice on how best to achieve desired results;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking for short distances in work area;

Reproduction Machine Operator II

2. Occasional sitting while programming equipment or completing paperwork;
3. Frequent lifting/carrying paper or supplies up to 25 pounds, occasionally up to 50-pound boxes of paper;
4. Frequent pushing/pulling exerting force of 15 to 25 pounds while clearing paper jams and performing maintenance on machines;
5. Frequent bending/twisting at waist/knees/neck while loading paper or performing maintenance on machines;
6. Occasional kneeling while performing maintenance on machines;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating printing presses and duplicating equipment, loading paper, performing maintenance, etc.;
8. Constant use of sight/hearing abilities in operating and monitoring printing presses and duplicating equipment and performing maintenance as required; visual requirements include color vision and visual acuity in near- and mid-range vision;
9. Frequent use of speech ability in clarifying customer orders and communicating with supervisors and coworkers.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in operating complex offset printing equipment and high-speed computerized duplicating equipment to meet customer specifications;
2. Must be able to work independently and follow through on all assignments; must possess excellent problem solving and troubleshooting skills;
3. Must be able to work quickly and accurately to meet deadlines;
4. Must possess excellent planning/organizational skills to meet customer specifications and deadlines in the most efficient manner;
5. Must possess some creativity and spatial reasoning skill in assisting customers in determining the best way to obtain desired results;
6. Must possess oral/written communication skills in order to deal with customers, coworkers, and supervisors in an efficient, professional manner;
7. Must possess basic mathematical skills and ability to read/write/speak English, be able to read and understand customer work orders and technical operation manuals, keep records, and complete reports;
8. Must be able to provide training, supervision, and/or leadership to assigned personnel.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in print shop area or reproduction equipment room.

Tools & Equipment Used: Variety of simple-to-complex printing equipment, high-speed Xerox copiers, bindery equipment, cameras, collators, drill press, perfect binding, shrink wrap, blueline equipment, cutters, folders, paper punches, staplers, toner/fixer, and other reproduction equipment supplies/chemicals.

Reproduction Machine Operator II

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of three years of experience in skilled operation of printing presses (14" x 20" or smaller) and high-speed duplicating/copying equipment or any combination of specialized training and direct work experience to meet three year requirement.

OTHER SPECIAL QUALIFICATIONS

Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Reproduction Machine Operator III

JOB CODE: 050725

DATE PREPARED: April 28, 1993

Revised: December 7, 1993

SUMMARY STATEMENT

The incumbent operates and maintains a variety of complex equipment which may include printing presses, high-speed computerized duplicating equipment, and related accessory bindery equipment to produce classified and unclassified materials according to customer specifications and Company regulations.

DIMENSIONS

The incumbent reports to the Printing Plant Section Chief or Assistant Section Chief and may supervise or review the work of Reproduction Machine Operator Is and IIs.

NATURE AND SCOPE

1. Possesses extensive knowledge and experience in all operations of print shop; may be assigned to specific areas including printing, duplicating, copying, or bindery operations;
2. Operates high-speed computerized publishing system copiers or small or large offset printing presses to process classified and unclassified materials to meet customer specifications and deadlines; may operate other equipment such as bindery equipment, collators, drill press, and blueline equipment as required;
3. Performs minor maintenance on machinery, including loading paper, clearing paper jams, checking/replacing stitcher wire and spools, changing toner, cleaning glass, and other related activities;
4. Examines work to identify preproduction problems and notifies customer; proofreads and inspects work of Reproduction Machine Operator Is and IIs as assigned to ensure accuracy and compliance with customer specifications;
5. Maintains and orders supplies as needed; conducts supply inventories as required;
6. Keeps records of reproduction activity, completes reports monthly or as required, and performs general cleanup in work area as required;
7. May train, supervise, or assign work to other equipment operators;
8. Cross trains on various types of duplicating equipment; fills in for other operators as required;
9. Performs counter work, screening customer requests, and giving advice on how best to achieve desired results;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent to constant standing/walking, short distances in work area;

Reproduction Machine Operator III

2. Occasional sitting while programming equipment or completing paperwork;
3. Frequent lifting/carrying paper or supplies up to 25 pounds; occasionally up to 50-pound boxes of paper;
4. Frequent pushing/pulling exerting force up to 15 to 25 pounds while clearing paper jams and performing maintenance on machines;
5. Frequent bending/twisting at waist/knees while loading paper or performing maintenance on machines;
6. Occasional kneeling while performing maintenance on machines;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating printing and duplicating equipment, loading paper, performing maintenance, etc.;
8. Constant use of sight/hearing abilities in operating and monitoring printing and duplicating equipment and performing maintenance as required; visual requirements include color vision and visual acuity in near- and mid-range vision;
9. Frequent use of speech ability in clarifying customer orders and communicating with supervisors and coworkers.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in operating complex printing and high-speed computerized duplicating equipment to meet customer specifications;
2. Must be able to work independently and follow through on all assignments; must possess excellent problem solving and troubleshooting skills;
3. Must be able to delegate work to Reproduction Machine Operator Is and IIs;
4. Must be able to work quickly and accurately to meet deadlines;
5. Must possess excellent planning/organizational skills to meet customer specifications and deadlines in the most efficient manner;
6. Must possess creativity and spatial reasoning skill in assisting customers in determining the best way to obtain desired results;
7. Must possess oral/written communication skills in order to deal with customers, coworkers, and supervisors in an efficient, professional manner;
8. Must possess basic mathematical skills and ability to read/write/speak English, be able to read and understand customer work orders and technical operation manuals, keep records, and complete reports;
9. Must be able to provide training, supervision, and/or leadership to assigned personnel.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in reproduction equipment room, bindery, or shipping area.

Tools & Equipment Used: Small and large offset printing presses and attachments, high-speed computerized duplicating equipment, computers, bindery equipment, paper punches, drills, presses, staplers, collators, toner/fixer, other reproduction equipment supplies/chemicals, consecutive numbering machine, perfect binding machine, and paper cutter.

Reproduction Machine Operator III

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Minimum of four years of experience in skilled operation of complex offset printing and/or high-speed, computerized duplicating equipment.

OTHER SPECIAL QUALIFICATIONS

Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Revenue Clerk I

JOB CODE : 050425

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent collects and distributes cash revenue and replenishes bus ticket banks in all areas of the Nevada Test Site (NTS), counts and reconciles revenue from daily cash/bus ticket handling activities, and sells bus tickets to all NTS employees.

DIMENSIONS

The incumbent reports to a Revenue Clerk II, Accounting Clerk III, or to a Revenue Supervisor and has no supervisory responsibilities.

NATURE AND SCOPE

1. Collects, counts and prepares appropriate paperwork for revenue from all areas of the Nevada Test Site (NTS) derived from: cafeteria food sales, housing receipts, gas station services, etc.;
2. Delivers funds for replenishment of change funds to all NTS-authorized custodians;
3. Receives, counts, rolls, and prepares appropriate paperwork for revenue received from: automated food service, and vending services, etc.;
4. Sells bus tickets to all employees on a daily basis; maintains a cash drawer and balances same at end of shift;
5. Assists in the balancing/replenishment of bus tickets in vending machines throughout the NTS;
6. Ensures all transactions are properly recorded on receipts complete with appropriate signatures;
7. Assists payroll clerks in collection/distribution of timecards, payroll checks, etc.;
8. Files, completes reports, answers telephones, and performs other revenue office clerical duties as required;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking for short distances in office areas, while working at cashier window, or to and from vehicle while picking up revenue, timecards, etc., a distance of one-half to one mile per day;
2. Frequent sitting while completing paperwork or driving motor vehicles; occasional sitting while counting money or working at computer terminal;
3. Frequent lifting/carrying up to 25 pounds of money, paychecks, timecards, paperwork, or supplies; sometimes up to 35 to 45 pound bags of money;

Revenue Clerk I

4. Occasional push/pull exerting force of 10 to 20 pounds while pushing carts, operating coin rolling equipment, opening doors/drawers, moving money, etc.;
5. Occasional climbing stairs or step stool to reach some areas;
6. Frequent bending/twisting at waist/knees/neck while handling/rolling coins or operating motor vehicle, filing, etc.;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while collecting, distributing, and counting revenues, completing paperwork, and operating motor vehicle;
8. Constant use of sight ability in counting, collecting, distributing, and verifying revenues, completing paperwork, and operating motor vehicle in a safe manner; visual acuity in near-, mid-, and far-range vision required;
9. Frequent use of speech/hearing ability in communicating with customers, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in handling revenues accurately and operating motor vehicle in a safe manner;
2. Must be trustworthy, able to handle money responsibly and accurately, and maintain proper security measures;
3. Must possess good interpersonal skills and ability to deal with all types of personalities in a pleasant, professional, and efficient manner;
4. Must possess excellent mathematical skills, ability to accurately count, compute change, and record numerical data; must be able to complete logs and ledgers properly;
5. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office areas and outdoors while operating motor vehicle under all types of weather conditions.

Tools & Equipment Used: Motor vehicle, adding machines, calculators, coin sorters/rollers/crimpers, typewriter, copier, fax, telephone, and ladder.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. One year of bookkeeping/accounting experience and money handling experience required. Basic computer skills preferred.

OTHER SPECIAL QUALIFICATIONS

Must be bondable up to \$50,000, possess current driver's license, and be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Revenue Clerk II

JOB CODE : 050775

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent supervises the collection and distribution of revenue and bus tickets to all areas of the Nevada Test Site (NTS), cashes checks, reconciles bank funds, and sells bus tickets.

DIMENSIONS

The incumbent reports to an Accounting Clerk III or a Revenue Supervisor and may supervise a Revenue Clerk I.

NATURE AND SCOPE

1. Responsible for the collection and distribution of revenue from all areas of the NTS (i.e., Mercury and CP cafeteria operations, Area 6 vending services, Housing office, etc.);
2. Replenishes change funds with all fund custodians throughout the NTS; prepares bank deposits, reconciles bank shipment upon receipt; verifies cash receipts for completeness and legibility prior to submittal to the Information Systems Department for computer input;
3. Directs and instructs Revenue Clerk Is in performing assigned duties; provides training when necessary; assists in counting/receipting monies received from revenue bags and other activities;
4. Verbally reports cash discrepancies of greater than \$5 via telephone; prepares written notification of discrepancies greater than \$10;
5. Cashes checks, sells bus tickets, and assists in coin sorting/wrapping activities; reconciles all wage deduction cards received for bus ticket purchases; ensures their legibility prior to submittal for ISD input;
6. Balances safes daily; performs bus ticket audits in absence of Accounting Clerk III; prepares report on the revolving fund the first of each month; verifies signatures on bus pass and petty cash requests; prepares appropriate paperwork;
7. Verifies travel advance numbers for expense money requests or on returned expense monies; performs technical inspections on bus ticket shipments for legibility and numerical sequence prior to storing/issuing to custodians;
8. Inventories/replenishes bus tickets in vending machines throughout the NTS;
9. Performs various computer skills (i.e., automated timekeeping, ordering supplies, etc.);
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking short distances up to one-half to one mile per day in office areas while working at cashier's window, counting/reconciling revenue, or to and from motor vehicle when picking up/delivering revenue, timecards, or pay checks;

Revenue Clerk II

2. Frequent sitting while completing paperwork and while driving motor vehicle; occasional sitting while counting money or working at computer terminal;
3. Frequent-to-constant lifting/carrying up to 25 pounds of money, pay checks, paperwork, and supplies; occasionally lifting/carrying up to 35 to 45 pound bags of money;
4. Frequent pushing/pulling exerting force up to 35 to 75 pounds opening drawers full of coin rolls, etc., 50 to 75 repetitions per shift;
5. Occasional climbing of stairs or step stools while performing job duties;
6. Frequent bending/twisting at waist/knees/neck while handling coins, operating coin counting/rolling equipment, filing, etc.;
7. Constant use of both hands/arms in reaching/handling/grasping/gripping while collecting, counting, and distributing revenue, completing paperwork, and operating motor vehicles;
8. Frequent use of speech/hearing abilities in communicating with coworkers/customers/supervisors;

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in handling revenues accurately and operating motor vehicle in a safe manner;
2. Must be trustworthy, able to handle money responsibly and accurately, and maintain proper security measures;
3. Must possess good interpersonal skills and ability to deal with all types of personalities in a pleasant, professional, and efficient manner;
4. Must possess excellent mathematical skills and ability to accurately count, compute change, and record numerical data, and reconcile accounts;
5. Must be able to provide leadership, supervision, and training to lower level clerks in a positive and effective manner;
6. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in office areas and outdoors while operating motor vehicle under all types of weather conditions.

Tools & Equipment Used: Coin sorter, roller, crimper, calculator, typewriter, copier, fax machine, ladder, telephone, computer, and motor vehicle;

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of bookkeeping/accounting experience and money handling experience required. Basic computer skills preferred.

OTHER SPECIAL QUALIFICATIONS

Must be bondable up to \$50,000, possess current driver's license, and be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Secretary I

JOB CODE : 050560

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for typing and performing various basic clerical duties.

DIMENSIONS

The incumbent reports to one or more administrative or technical personnel and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs office work requiring the application of established, detailed procedures and the use of standard forms or records;
2. Types correspondence, reports, and memoranda in draft and final form; may type from longhand, shorthand, or dictation equipment;
3. Composes routine letters and memoranda using established forms;
4. Enters data requiring no interpretation into computer;
5. Proofreads work, maintains correspondence files, and performs simple mathematical calculations;
6. May perform reception duties and answer/route telephone calls and visitors when required;
7. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas while distributing messages, filing, etc.;
2. Frequent-to-constant sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to five to ten pounds;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
6. Occasional kneeling/crouching to reach lower file drawers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.;

Secretary I

8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
9. Constant use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment;
2. Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures or asking supervisor;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled office setting.

Tools & Equipment Used: Personal computer, printer, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of secretarial experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 44 words per minute net and shorthand, if required, 80 words per minute with 3 errors or less.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Secretary II

JOB CODE: 050660

DATE PREPARED: August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent types and performs various clerical functions of moderate complexity.

DIMENSIONS

The incumbent reports to a Section Chief, Superintendent, or other supervisory personnel at this level or higher; may be responsible for supervising a Secretary I, or Office Assistant I or II in a lead capacity.

NATURE AND SCOPE

1. Types, proofreads, and edits general and technical correspondence, reports, memoranda, and other documents in final form; ensures that all correspondence and reports have proper grammar, spelling, punctuation, signatures, enclosures, and are in compliance with established correspondence procedures;
2. Receives and places telephone calls, greets visitors, screens calls, and routes to proper individual;
3. Composes routine correspondence independently or from brief notes;
4. Keeps time and leave records for section personnel;
5. Schedules appointments; makes meeting arrangements;
6. Receives, sorts, and distributes incoming mail and correspondence; distributes pay checks;
7. Leads other clerical personnel in completion of projects; may review work and train;
8. Organizes and maintains section files; archives files into boxes as required; performs related records management duties;
9. Orders and receives section supplies; boxes landfill documents and recycling for pickup and disposal;
10. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in office areas while distributing messages, copying, filing, etc.;
2. Frequent-to-constant sitting at desk or computer while typing, completing paperwork, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to 20 pounds;

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Secretary II

4. Occasional pushing/pulling exerting up to five to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
6. Occasional kneeling/crouching to reach lower file drawers while stretching to store or retrieve materials;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, operating calculator, typing, filing, answering telephones, etc.;
8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
9. Constant use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and high degree of accuracy required in completing all assignments;
2. Must be able to follow oral and written instructions and follow through on all assignments;
3. Must be able to use creativity and initiative and apply knowledge and experience in composing correspondence and performing work where established procedures may not be specific;
4. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
5. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
6. Must be able to provide leadership and review work of others in a positive, effective manner;
7. Must possess good interpersonal skills, knowledge of telephone etiquette, and ability to deal with all levels of personnel in a professional and efficient manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Personal computer, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with specialized training in secretarial courses and one year of secretarial experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 50 words per minute net required. If supervision stipulates that shorthand skills are a Bona fide Occupational Qualification, the incumbent must have shorthand skills of at least 80 words per minute with 3 errors or less.

Note: Whenever a change in supervisors occurs wherein the new supervisor requires shorthand skills and the previous supervisor did not, a six-month time period becomes effective for a current incumbent to find a comparable job assignment within the Company prior to the "bumping" procedure being applied.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Secure Telecommunications Center Operator I

JOB CODE: 050652

DATE PREPARED: April 15, 1994

SUMMARY STATEMENT

The incumbent operates telecommunications center and video circuits to process message traffic and provide video conference service.

DIMENSIONS

The Secure Telecommunications Center Operator I reports to a Telecommunications Specialist in the Secure Telecommunications Center and has no supervisory responsibilities. This position is a training job with authorization to operate telecommunication equipment with light direction from the Secure Telecommunications Center Operator II.

NATURE AND SCOPE

1. Operates telephones, facsimile, and computer equipment with modems to transmit and receive classified and unclassified messages according to Company and DOE regulations. Complies with security requirements for handling classified traffic including any special orders, directives, and regulations that may be applicable;
2. Maintains logs and required communication records; Performs traffic checking and analysis.
3. Provides operational support for classified and unclassified video conference projects;
4. Maintains cryptographic accounts in accordance with DOE procedures;
5. Disposes of classified materials in accordance with security regulations;
6. Updates and posts operational information to all required publications;
7. May be assigned computer security escort duties per Automated Information System (AIS) Security Orders;
8. May be assigned the duties of alternate COMSEC Custodian and/or alternate Computer System Security Officer;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing and walking;
2. Constant sitting at a desk or telecommunications equipment console while sending or receiving transmissions;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Secure Telecommunications Center Operator I

3. Occasional lifting/carrying paperwork/supplies, up to 20 pounds; sometimes up to 50-pound boxes of paper;
4. Occasional pushing/pulling, exerting force up to 10 pounds in opening doors/file drawers;
5. Occasional bending/twisting at waist/knees/neck while seated and to and from seated position;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating telephones, fax machines, computer, equipment, completing paperwork, etc.;
7. Constant use of sight abilities in operating computer, telecommunications equipment, reading documents/screen, completing paperwork, etc.;
8. Constant use of speech/hearing abilities in operating telephones/telecommunications equipment and communicating with coworkers and supervisors.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sending and receiving transmissions in the most efficient method and ensuring that all security procedures are followed;
2. Must be able to work independently, exercise good judgement, and make decisions without supervisory approval;
3. Must be able to handle sensitive classified material in accordance with all Company and DOE security regulations;
4. Must possess excellent oral communication skills and ability to deal with all levels of personnel in a clear, professional, and effective manner;
5. Must possess good mathematical skills and ability to read/write/speak English;
6. Must be able to deal with pressure of deadlines, frequent interruptions, multiple tasks, and dealing with sensitive material;

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed primarily in a secure, climate-controlled office environment.

Tools & Equipment Used: Secure telephone unit, facsimile machine, circuit network equipment, personal computer, printers, copiers, video conference equipment, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of telecommunications center experience desired.

OTHER SPECIAL QUALIFICATIONS

Ability to type 35 words per minute required. Ability to obtain "Q" clearance with cryptographic and special accesses as required. Valid driver's license desirable. Specialized training in cryptography accounting, telecommunications center operations, and security desirable. The incumbent will be required to satisfactorily complete the DOE Headquarters course in COMSEC Distribution and Accounting. The incumbent will be required to satisfactorily complete Company-provided courses on job-related PC software and operating techniques.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Security Assistant

JOB CODE : 050665

DATE PREPARED : April 20, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent supports the security staff in accomplishing administrative responsibilities and assists in security-related tasks.

DIMENSIONS

The incumbent reports to the Senior Security Officer or Security Administrator and has no supervisory responsibility.

NATURE AND SCOPE

1. Accesses personnel onto the Nevada Test Site when requested by Company exempt personnel, ensuring that purpose of visit is validated with requesting personnel; provides instruction to employees receiving photo permits in their responsibilities regarding operation of photographic equipment;
2. Handles paperwork for photo/recorder permits for "Q" cleared personnel only;
3. Handles distribution of hotline letters and other correspondence; ensures that deadline dates are met or extended as required; and gathers information for finalization of security plans and investigations;
4. Types investigative reports, badge request cards, visitor passes, monthly, quarterly, and annual reports; ensures that internal and external mail is distributed in a timely manner; performs office-related duties (i.e., monitoring telephone calls and maintaining general office/investigative files); operates and must be proficient in computer applications, specifically Wordperfect; maintains/tracks/coordinates combination changes for the various locations' housing unclassified repositories for the protection of DOE assets (i.e., petty cash, bus tickets, or precious metals);
5. Maintains supplies for security functions using Just-In-Time system;
6. Coordinates with DOE and users the accessing of uncleared personnel and/or escorts to security areas as required;
7. Assists in security awareness training, (i.e., comprehensive briefings, annual briefings, or special briefings) as required;
8. Performs badge delivery duties for employees who have lost or misplaced security badges;
9. Performs special projects as assigned such as conducting investigations, surveillance, security surveys, monitoring key control and accountability, and other various duties;
10. Performs duties as an Access Controller;
11. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
12. Performs related work as required.

Security Assistant

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking in office areas for short distances;
2. Frequent-to-constant sitting at desk or computer while typing, completing paperwork, handling telephones, etc.;
3. Occasional lifting/carrying paperwork or supplies up to 30 pounds;
4. Occasional pushing/pulling exerting force up to ten pounds in opening doors or drawers;
5. Occasional climbing stairs to reach some areas;
6. Occasional bending/twisting at waist/knees to and from seated position or while driving motor vehicle in normal driving activities;
7. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, etc.;
8. Constant use of sight abilities in completing paperwork, keyboarding, reading, and maintaining a safe work environment; visual requirements include depth perception, hand/eye/foot coordination, visual acuity in near-, mid-, and far-range vision;
9. Frequent use of speech/hearing abilities in answering telephones, conducting briefings, interviewing employees, and communicating with coworkers and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in preparing and reviewing work to ensure compliance with all security policies and directives;
2. Must be able to work independently, use judgement, and make decisions to ensure all security policies and directives are followed;
3. Must possess good interpersonal skills, ability to make presentations/give briefings, and ability to interview and communicate with all levels of employees and subcontractors in a professional and efficient manner, in person and over the telephone;
4. Must be able to work under strict confidentiality guidelines;
5. Must be able to plan and organize work and solve problems to ensure completion of work in the most efficient manner;
6. Must possess basic mathematical skills, ability to read/write/speak English, and ability to read and understand detailed security policies and procedures;
7. Must possess integrity and self-control and be able to comply with and enforce security rules.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 75 percent in an office environment and 25 percent out in the field under all types of conditions, in tunnels, on drill rigs, and outdoors.

Security Assistant

Tools & Equipment Used: Mainframe and personal computers, motor vehicle, shredder, camera, typewriter, copier, telephone, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. One year of security background or security training required. Must be proficient in computer applications, specifically WordPerfect.

OTHER SPECIAL QUALIFICATIONS

"Q" clearance required. Driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Benefits Assistant

JOB CODE : 050820

DATE PREPARED : August 1, 1983

Revised: October 25, 1993

SUMMARY STATEMENT

The incumbent is responsible for providing direction, problem-solving, and training for health and welfare benefits; establishment and maintenance of accurate documents; mass enrollment and plan change activities; and balancing of benefit ledger accounts; acts as liaison for installing and maintaining employee benefit computer systems with Human Resource Information Center.

DIMENSIONS

The incumbent reports to the Employee Benefits Administrator and reviews work of Benefits Assistants.

NATURE AND SCOPE

1. Reconciles General Ledger accounts which involves reconciliation of weekly/monthly registers, resolving discrepancies in figures, processing enrollment changes and cancellations, allocating payments, preparing vouchers, payment memoranda, and wire transfers of funds, etc.;
2. Conducts audits of distributions monthly; audits tax reports and corrects discrepancies;
3. Plans work, schedules, and trains Bookkeepers; assigns and reviews work;
4. Conducts exit interviews with terminated/retired employees;
5. Prepares and reviews weekly, monthly, yearly reports as required;
6. Handles telephone inquiries, writes letters, maintains procedural manuals, coordinates with other departments as required;
7. Interfaces with Human Resources Information Center for production of computer reports;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying one to ten pounds of paperwork, office supplies;
4. Occasional push/pull, up to five to ten pounds of force in opening doors or file drawers;
5. Occasional climbing two to three foot stepladder while filing;

Senior Benefits Assistant

6. Frequent to constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
7. Constant use of sight/speech/hearing abilities in dealing with employees, subordinates, operating computer and office equipment, answering telephone, completing paperwork, or reading documents/screen.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in processing, verifying, and reviewing records, reconciling ledger accounts and statements, supervising/training employees, and ensuring that all activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to prioritize work assignments and follow through with projects and instructions;
4. Must possess excellent oral/written communication skills in order to deal with employees and coworkers in a professional, effective manner;
5. Must be able to deal with pressure of multiple tasks, frequent interruptions, and dealing with discontented employees;
6. Must possess excellent mathematical skills;
7. Must possess good memory, be able to recall complex tax laws (i.e., 401k) and know how they apply to relevant situations; must be knowledgeable in the use of applicable resource materials;
8. Must be able to effectively train and motivate others;
9. Must be adaptable and flexible to meet changing work requirements.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a climate-controlled office environment.

Tools & Equipment Used: Personal computer, printer, calculator, microfiche, copier, fax machine, typewriter, ladder, other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and course work in college accounting or equivalent required. Five years of experience in accounting/bookkeeping and prior experience in employee benefits required, one year of which should have been working with defined benefits and defined contributions plans.

OTHER SPECIAL QUALIFICATIONS

Course work in computer applications including dbase, Lotus 1-2-3, and MS Windows. Must be able to use 10-key by touch. Knowledge of federal regulations is required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Senior Secretary

JOB CODE : 050840

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs secretarial duties including preparing administrative or technical correspondence and reports and other complex secretarial functions.

DIMENSIONS

The incumbent reports to a department manager, Principal Staff Assistant, or other administrative or technical personnel at that level; may be responsible for supervising a Secretary I, II, or other clerical personnel in a lead capacity.

NATURE AND SCOPE

1. Types, proofreads, and edits general and technical correspondence, reports, memoranda, and other documents in final form; ensures that all outgoing correspondence and reports have proper grammar, spelling, punctuation, signatures, enclosures, and are in compliance with established correspondence procedures;
2. Maintains department logs and suspense files for "response due" correspondence, assignments, and projects in order to meet deadlines; may work closely with department manager and exempt staff as a problem-solver and accountability resource;
3. Keeps track of department personnel, maintains schedules, calendars, and appointments for assigned staff; tracks leaves, reviews time cards, makes travel arrangements, reviews expense records, completes Personnel Requisitions, outprocesses employees, and maintains rosters and distribution lists;
4. Composes correspondence independently or from brief notes; may take dictation;
5. Receives and places telephone calls, greets visitors, answers routine inquiries, screens calls, and routes to proper individual;
6. May supervise, delegate, assign, review work, or train assigned clerical personnel;
7. Receives, sorts, and distributes incoming mail and correspondence; distributes pay checks;
8. Organizes and maintains department files in accordance with applicable technical specifications;
9. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in office areas while assigning and reviewing work, collecting data, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Senior Secretary

2. Frequent sitting at desk or computer while typing, completing paperwork, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to 10 pounds; rarely up to 25-pound boxes of records;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional bending/twisting at waist/knees/neck while working at desk, to and from seated position or to reach lower file drawers;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while writing, entering data into computer, typing, filing, answering telephones, etc.;
7. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
8. Constant use of speech/hearing in supervising, communicating with management, and answering questions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in completing all assignments;
2. Must be able to follow established policies and procedures, maintain department accountability standards, and follow through on all assignments;
3. Must be able to use logic, creativity, initiative, and apply knowledge and experience to compose correspondence and reports, resolve problems, and accomplish goals where established procedures may not be specific;
4. Must be able to plan/organize and delegate work to complete in the most efficient manner and meet required deadlines;
5. Must be able to work under pressure and manage multiple details to meet department priorities;
6. Must be able to read/write/speak English and possess basic mathematical skills and be proficient in grammar, spelling, and punctuation;
7. Must possess excellent oral/written communications skills, ability to deal with all levels of personnel and management, and be able to provide leadership, training, and review work of assigned clerical staff in a positive, effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Personal computer, typewriter, dictaphone, copier, telephone, fax, and other general office equipment.

Senior Secretary

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent plus specialized training in secretarial skills required. Minimum of two years of related office/clerical experience showing increasing responsibility including ability to work independently. Previous supervisory experience desirable.

OTHER SPECIAL QUALIFICATIONS

Typing 50 words per minute net required. If supervision stipulates that shorthand skills are a Bona fide Occupational Qualification, the incumbent must have shorthand skills of at least 90 words per minute with 3 errors or less. May require specialized knowledge and work experience such as medical or legal terminology, depending on department to which assigned. Must be able to obtain "Q" clearance if required. Valid driver's license may be required, depending on assignment. Personal computer skills required. Must be proficient in word processing programs (i.e., WordPerfect).

Note: Whenever a change in supervisors occurs wherein the new supervisor requires shorthand skills and the previous supervisor did not, a six-month time period becomes effective for a current incumbent to find a comparable job assignment within the Company prior to the "bumping" procedure being applied.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Stock Control Clerk

JOB CODE : 050670

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs a variety of duties to research and solve inventory balance discrepancies.

DIMENSIONS

The incumbent reports to the Stock Records Superintendent or other administrator and has no supervisory responsibility.

NATURE AND SCOPE

1. Researches inventory discrepancies discovered during cyclical and special inventories;
2. Reviews transactions recorded against item record; adjusts the on-hand item record to correspond with physical count;
3. Corrects unit price discrepancies; corrects or reconciles discrepancies by thorough research of source documents and review of data processing reports to determine nature and cause of discrepancies;
4. Checks stock numbers against excess stock status reports, prepares documents to delete stock numbers with zero quantity, and compiles information on materials transferred to excess account;
5. Initiates corrections to the Information Systems Department;
6. Performs a variety of clerical tasks necessary to perform duties including typing, data entry using spreadsheets and databases, sorting, filing, and preparing reports monthly and yearly;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking for short distances in office areas;
2. Constant sitting at desk or computer while entering data, completing paperwork, comparing records, etc.;
3. Occasional lift/carry paperwork, printouts, or supplies up to ten pounds;
4. Occasional push/pull exerting force up to ten pounds in opening doors or file drawers;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data on computer or using 10-key, completing paperwork, or filing;

Stock Control Clerk

7. Constant use of sight abilities in comparing records, reading paperwork/screen, typing, etc.; visual requirements include visual acuity in near- and mid-range vision;
8. Frequent use of speech/hearing abilities in communicating with coworkers and supervisors while tracking down discrepancies and giving/receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in reviewing and investigating inventory discrepancies and maintaining a safe work environment;
2. Must be able to work independently, use judgement, and make decisions to follow through on all assignments;
3. Must be able to work under pressure of deadlines and heavy work load;
4. Must be able to plan and organize to ensure work is done in an efficient and timely manner;
5. Must use logic and systematic thought process to track down and correct inventory discrepancies;
6. Must possess excellent mathematical skills, ability to read/write/speak English, and ability to communicate with others in an effective and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in general office conditions.

Tools & Equipment Used: 10-key, calculator, typewriter, telephone, copier, fax, and personal computer.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of experience providing a background in accounting/bookkeeping and computerized inventory control experience.

OTHER SPECIAL QUALIFICATIONS

Proficient in 10-key or calculator operation. Must possess personal computer experience with knowledge of Lotus 1-2-3 and dBase preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Technical Information Specialist I

JOB CODE : 050657

DATE PREPARED : April 21, 1993

Revised: September 9, 1994

SUMMARY STATEMENT

The incumbent coordinates and participates in the operation of a Company Technical Information Resources Center.

DIMENSIONS

The incumbent reports to the Technical Resources Administrator and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for assisting in the maintenance of the Center collection through filing, cataloging, shelving, indexing, removing, returning, and safeguarding of Center materials;
2. Responsible for maintaining Center materials and special collections in accordance with DOE and other applicable standards;
3. Issues technical materials including books, maps, films, CDs, audio cassettes, periodicals, photos, etc.; submits materials for reproduction, when applicable;
4. Answers inquiries from Center users regarding materials, locations, content, etc.;
5. Develops indexes and maintains journal article file, pamphlet file, and maps for accurate and immediate retrieval on NV operations;
6. Develops, with higher level supervisor, procedures for Center administrative functions such as recurring reports, internal assessments of Technical Information Resources Center services, inventories, etc.;
7. Performs routine research and writing tasks, clarifying research reference questions, and directing questions to proper staff member;
8. Maintains microfiche file; records, indexes, and disseminates fiche and initiates special orders for otherwise hard-to-find publications;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Constant standing/walking throughout the Center while shelving and assisting patrons;
2. Occasional sitting at desk or computer while researching, completing paperwork, keyboarding, etc.;
3. Frequent lifting/carrying books, supplies, or materials up to 50 pounds;

Technical Information Specialist I

4. Frequent pushing/pulling exerting force up to 10 to 30 pounds while moving carts or boxes of records or sliding books on shelves;
5. Occasional climbing stairs or using one to two step ladder to reach upper shelves;
6. Frequent bending/twisting at waist/knees/neck while retrieving/shelving materials on upper and lower shelves;
7. Occasional kneeling/crouching while handling materials on lower shelves;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while issuing materials, reshelving, keyboarding, filing, etc.;
9. Constant use of sight abilities in reading, sorting, identifying technical materials, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
10. Frequent use of speech/hearing abilities in answering questions and determining needs of center users both in person and over the telephone.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, filing of TIRC materials, and conducting basic research;
2. Must be able to work independently and follow through on all tasks;
3. Must be able to plan and prioritize work to handle multiple tasks and requests;
4. Must possess adequate written and oral communication and interpersonal skills to deal with all types of users in a professional and effective manner;
5. Must have a basic sense of organization to grasp filing and cataloging procedures in an accurate and orderly manner and conduct preliminary research;
6. Must be able to read, understand, and communicate with others in a businesslike manner;
7. Must be able to deal with pressure of working with frequent interruptions, multiple tasks, and handling complaints;
8. Must possess basic mathematical skills and be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a technical resource setting.

Tools & Equipment Used: Personal and mainframe computers, step stool, typewriter, copier, microfiche, calculator, telephone, and library carts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent, one year of college or business courses or equivalent and one year of related work experience of an administrative nature to include records keeping, records management, or publications tracking and distribution.

Technical Information Specialist I

OTHER SPECIAL QUALIFICATIONS

Basic computer experience on both mainframe and personal computers with experience in word processing programs. Average writing skills desirable. Must be able to obtain "Q" clearance, if required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Technical Information Specialist II

JOB CODE : 051257

DATE PREPARED : April 21, 1993

Revised: September 9, 1994

SUMMARY STATEMENT

The incumbent coordinates and participates in the operation of a Company Technical Information Resources Center.

DIMENSIONS

The incumbent reports to the Technical Resources Administrator and may have supervisory responsibility.

NATURE AND SCOPE

1. Responsible for all technical document controls which may include: DOE classified document repository; systems for filing, cataloging, shelving, indexing, removing, returning, and safeguarding of Center materials including document classification using Center's automated computer system;
2. Responsible for setting up and maintaining technical materials in accordance with DOE and other applicable standards; develops and updates "user interest profiles" for all DOE divisions to ensure document collection is of appropriate scope and depth;
3. Issues technical materials including books, maps, films, CDs, audio cassettes, periodicals, photos, etc.;
4. Answers inquiries from Center users regarding materials, locations, and content; may acquaint customers with Center's automated databases;
5. Responsible for setting up indexes and controls for critical files such as DOE standards, NV historical reports, limited editions of NV operations reports, vertical files, and controlled documents;
6. Develops, with higher level supervisor, procedures and processes for assigned materials specialties in accordance with DOE and other applicable standards;
7. Performs routine-to-complex research and writing tasks such as conducting unsolicited bibliographic searches, preparing annotated bibliographies, analyzing incoming requests for information or publications, researching reference questions;
8. Participates in the implementation of automated center functions; attends training on technical and data systems; makes recommendations for document transfer and retrieval systems;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout the center while shelving and assisting patrons;

Technical Information Specialist II

2. Occasional sitting at desk or computer while researching, completing paperwork, keyboarding, etc.;
3. Frequent lifting/carrying books, supplies, or materials up to 50 pounds;
4. Frequent pushing/pulling exerting force up to 10 to 30 pounds while moving carts or boxes of records or sliding books on shelves;
5. Occasional climbing stairs or using one to two step ladder to reach upper shelves;
6. Frequent bending/twisting at waist/knees/neck while retrieving/shelving materials on upper and lower shelves;
7. Occasional kneeling/crouching while handling materials on lower shelves;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while issuing materials, reshelving, keyboarding, filing, etc.;
9. Constant use of sight abilities in reading, sorting, identifying technical materials, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
10. Frequent use of speech/hearing abilities in answering questions and determining needs of center users both in person and over the telephone.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, filing technical materials, and conducting technical research;
2. Must be able to work independently, make decisions within assignment boundaries, and follow through on all tasks;
3. Must be able to plan and prioritize work to handle multiple tasks and requests;
4. Must possess good written and oral communication and interpersonal skills to produce written materials and deal with all types of users in a professional and effective manner;
5. Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner and conduct research;
6. Must be able to read, understand, and communicate technical information to others;
7. Must be able to deal with pressure of working with frequent interruptions, multiple tasks, and handling complaints;
8. Must possess basic mathematical skills and be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a technical resource setting.

Tools & Equipment Used: Personal and mainframe computers, step stool, typewriter, copier, microfiche, calculator, telephone, and library carts.

Technical Information Specialist II

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent, two years of college or equivalent, and two years of related work experience in a technical library, as a technical research assistant, or as a technical information specialist.

OTHER SPECIAL QUALIFICATIONS

Basic computer experience on both mainframe and personal computers with experience in word processing programs and "gateway" on-line publications identification and retrieval systems. Good writing skills desirable. Must be able to obtain "Q" clearance, if required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Technical Librarian

JOB CODE : 050845

DATE PREPARED : April 21, 1993

Revised: February 8, 1994

SUMMARY STATEMENT

The incumbent coordinates and participates in the operation of the DOE/NV Technical Information Resource Center or a satellite technical library.

DIMENSIONS

The incumbent reports to a Branch Chief or higher level supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for all document classification; maintains DOE classified document repository; establishes and maintains systems for filing, cataloging, shelving, indexing, removing, returning, and safeguarding of center materials including document classification using CLEO computer system;
2. Responsible for setting up and maintaining technical materials in accordance with DOE and other applicable standards;
3. Issues technical materials including books, maps, films, CDs, audio cassettes, periodicals, photos, etc.;
4. Answers inquiries from center users regarding materials, locations, content, etc.;
5. Maintains center accounting records, makes adjustments to cost, completes monthly cost detail statement on status of center budget;
6. Develops, with the Branch Chief or higher level supervisor, procedures and processes for assigned materials specialties;
7. Performs routine-to-complex research and writing tasks such as conducting unsolicited bibliographic searches, preparing annotated bibliographies, analyzing incoming requests for information or publications, researching reference questions, and directing questions to proper staff member;
8. Participates in the implementation of automation of center functions; attends training on technical and data systems; makes recommendations for library additions; works with Library Advisory Committee;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout the center while shelving and assisting patrons;
2. Occasional sitting at desk or computer while researching, completing paperwork, keyboarding, etc.;

Technical Librarian

3. Frequent lifting/carrying books, supplies, or materials up to 50 pounds;
4. Frequent pushing/pulling exerting force up to 10 to 30 pounds while moving carts or boxes of records or sliding books on shelves;
5. Occasional climbing stairs or using one to two step ladder to reach upper shelves;
6. Frequent bending/twisting at waist/knees/neck while retrieving/shelving materials on upper and lower shelves;
7. Occasional kneeling/crouching while handling materials on lower shelves;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while issuing materials, reshelving, keyboarding, filing, etc.;
9. Constant use of sight abilities in reading, sorting, identifying technical materials, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
10. Frequent use of speech/hearing abilities in answering questions and determining needs of center users both in person and over the telephone.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, filing technical materials, and conducting technical research;
2. Must be able to work independently, make decisions with limited information, and follow through on all tasks;
3. Must be able to plan and prioritize work to handle multiple tasks and requests;
4. Must possess good written and oral communication and interpersonal skills to produce written materials and deal with all types of users in a professional and effective manner;
5. Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner and conduct research;
6. Must be able to read, understand, and communicate technical information to others;
7. Must be able to deal with pressure of working with frequent interruptions, multiple tasks, and handling complaints;
8. Must possess basic mathematical skills and be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a technical resource setting.

Tools & Equipment Used: Personal and mainframe computers, step stool, typewriter, copier, microfiche, calculator, telephone, and library carts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent, one to two years of college, and four to six years of related work experience in a technical library, as a technical research assistant, or as a technical information specialist.

Technical Librarian

OTHER SPECIAL QUALIFICATIONS

Basic computer experience on both mainframe and personal computers with experience in word processing programs. Good to excellent writing skills desirable. Must be able to obtain "Q" clearance, if required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Technical Typist I

JOB CODE: 050675

DATE PREPARED: April 21, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs complex and specialized typing and related clerical functions.

DIMENSIONS

The incumbent reports to the Senior Technical Writer or Section Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates PC word processing and desktop publishing software to produce technical reports, documents, proposals, and procedures;
2. May use software such as WordPerfect, Lotus, Powerpoint, Ventura, MS-DOS, graphics/paintbrush programs and others; may type from longhand, notes, or dictation; uses creative design skills on computer;
3. Prepares graphics and visual aids for presentations such as viewgraphs, slides, and hard copies; proficient in scanning images, cleanup, etc.;
4. Compiles and copies reports, presentations, correspondences, etc., as needed;
5. Prepares timecards, takes telephone messages, files, orders supplies, and performs other clerical duties as required;
6. Assists other typists in learning new software applications;
7. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas;
2. Frequent-to-constant sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to 10 pounds; sometimes up to 20 to 25 pound boxes of paper;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, using mouse, filing, answering telephones, etc.;

Technical Typist I

7. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
8. Constant use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading technical documents, performing data entry, and maintaining a safe work environment;
2. Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Occasional use of creativity, independent judgement, and logic to determine most effective way to assemble documents;
5. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
6. Must be able to work under pressure of deadlines, frequent interruptions, and little time to learn new software applications.
7. Ability to learn technical/scientific terminology, syntax, notation, and other information relevant to documents being produced.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Personal computer, scanner, printer, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and two years of technical typing experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 50 words per minute net required. Must be highly literate and knowledgeable in personal computers with word processing, spreadsheet, and graphics software programs including, but not limited to, Ventura Publisher, WordPerfect 5.1/Windows, MS-DOS, MS-Windows.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Technical Typist II

JOB CODE : 050780

DATE PREPARED : April 21, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent supervises and performs the completion of complex and specialized scientific and technical typing and related clerical functions.

DIMENSIONS

The incumbent reports to the Senior Technical Writer or Section Chief and supervises the activities of a Technical Typist I.

NATURE AND SCOPE

1. Operates PC word processing and desktop publishing software to produce technical reports, documents, proposals, and procedures;
2. Coordinates, directs, trains, and supervises other technical typists and clerical personnel;
3. May use software such as WordPerfect, Lotus, Powerpoint, Ventura, MS-DOS, and graphics/paintbrush programs; may type from longhand, notes, or dictation; uses creative design skills on computer;
4. Prepares graphics and visual aids for presentations such as viewgraphs, slides, and hard copies; proficient in scanning images, cleanup, etc.;
5. Compiles and copies reports, presentations, correspondences, etc., as needed;
6. Prepares general correspondence and memoranda, files, and orders supplies;
7. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas;
2. Frequent-to-constant sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to 10 pounds; sometimes up to 20 to 25 pound boxes of paper;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;

Technical Typist II

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, using mouse, filing, answering telephones, etc.;
7. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
8. Constant use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading technical documents, performing data entry, and maintaining a safe work environment;
2. Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Occasional use of creativity, independent judgement, and logic to determine most effective way to assemble documents;
5. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
6. Must be able to work under pressure of deadlines, frequent interruptions, and little time to learn new software applications;
7. Ability to learn technical/scientific terminology, syntax, notation, and other information relevant to documents being produced;
8. Must possess good interpersonal, leadership/supervisory skills in order to direct and review work of others in an effective, positive, and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Personal computer, printers, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and four years of technical typing experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 50 words per minute net required. Highly literate with knowledge of personal computers with word processing, spreadsheet, desktop publishing, and graphics software programs.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Traffic Specialist I

JOB CODE : 050785

DATE PREPARED : April 21, 1986

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs a variety of routine duties in routing traffic of inbound and outbound materials shipments.

DIMENSIONS

The incumbent reports to the Traffic Section Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Determines the most economical and efficient means available to route shipments in and out of the Nevada Test Site and other areas;
2. Prepares, reviews, and verifies shipping documents such as freight bills, bills of lading, air bills, hazardous materials reports, etc.;
3. Advises purchasing section of rates, routes, and mode of transportation of shipments;
4. Maintains records of freight costs and tonnage, prepares and distributes shipping reports, bills of lading, and hazardous materials reports;
5. Inspects shipments; takes photographs of damaged or misloaded shipments; initiates proper documentation to facilitate timely payment for damaged materials;
6. Performs data entry; generates reports; maintains tariffs, routing guides, and mileage guides; and maintains files;
7. Traces and expedites lost or late shipments to meet facility requirements;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking for short distances in office area;
2. Constant sitting at desk or computer while keyboarding, using telephone, completing paperwork, reading, etc.;
3. Occasional lift/carry paperwork or supplies up to ten pounds;
4. Occasional push/pull exerting force up to ten pounds in opening doors or file drawers;

Traffic Specialist I

5. Occasional bending/twisting at waist/knees to and from seated position or while reaching lower file drawers;
6. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, filing, completing paperwork, using telephone, etc.; some overhead reaching required;
7. Constant use of sight abilities in operating computer, reading paperwork, etc.;
8. Constant use of speech/hearing abilities in communicating with carriers, vendors, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring most economical and efficient shipping methods are used, all procedures and regulations regarding hazardous materials are followed, and in maintaining a safe work environment;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must possess good oral/written communication skills and interpersonal skills in dealing with carriers and vendors in a professional and effective manner;
4. Must be able to handle pressures of frequent interruptions, meeting deadlines and production schedules, multiple priorities, handling complaints, emergencies, and hazardous conditions;
5. Must be able to plan, prioritize, and organize work to ensure delivery of goods and services in a timely manner;
6. Must be able to read/write/speak English and possess basic mathematical skills in order to calculate freight cubes;
7. Must be able to read and understand technical regulations and specifications regarding shipping, hazardous materials, and carrier operations;
8. Must possess good memory to recall a variety of technical information and regulations.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in general office conditions. Occasional exposure to warehouse or outdoor conditions when inspecting damaged goods.

Tools & Equipment Used: Personal and mainframe computers, motor vehicle, camera, telephone, copier, fax, calculator, and other office equipment. Safety equipment including hearing protection, safety shoes, and hard hat may be required, depending on area being visited.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Eighteen to twenty-four months of applicable transportation experience required. Knowledge and proficiency in personal computers including WordPerfect 5.1, FoxBase, FoxPro, or other spreadsheet program and familiarity with on-line network system preferred.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance. Knowledge and training in hazardous materials and related documentation requirements desirable. Knowledge and training in radioactive materials and related documentation desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Travel Agent

JOB CODE : 050680

DATE PREPARED : April 21, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent researches and coordinates travel arrangements for Company employees, interviewees, and other authorized personnel.

DIMENSIONS

The incumbent reports to an Office Assistant III or IV and has no supervisory responsibility.

NATURE AND SCOPE

1. Researches and makes reservations for flights, hotels, rental cars, and other travel details in the most cost effective way for Company employees, interviewees, and other personnel;
2. Receives travel requests and disburses travel information to authorized personnel;
3. Assigns onsite housing, makes badge arrangements, issues keys, and checks in/out travelers who are staying in Nevada;
4. Maintains schedule board for Company airplane, meets arriving flights, checks passenger manifest, offloads luggage and shuttles passengers if necessary;
5. Compiles and types travel sheets, housing lists, alpha lists, hotel lists, and reports as required;
6. Operates general office equipment such as copiers, calculators, and computers;
8. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas;
2. Frequent-to-constant sitting at desk or computer while entering data, typing, completing paperwork, etc., or while operating motor vehicle;
3. Frequent lifting/carrying paperwork, manuals, files, or office supplies 1 to 15 pounds;
4. Occasional push/pull exerting up to five to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional bending/twisting at waist/knees to and from seated position to reach lower file drawers or while operating motor vehicle;

Travel Agent

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, driving, etc.;
7. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
8. Constant use of speech/hearing in communicating with travelers, airlines, hotels, booking agencies, coworkers, and supervisors in person and over the telephone.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in researching and booking travel arrangements in an efficient and cost-effective manner;
2. Must use independent judgement and initiative and follow through on all assignments;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
5. Must possess excellent interpersonal skills in order to communicate in an effective and professional manner with all levels of employees and visitors, travel vendors, supervisors, and coworkers;
6. Must be able to learn and maintain familiarity with changing airline fares, rules, and schedules, as well as Company travel policies;
7. Must possess excellent memory to maintain familiarity with travel procedures and systems;
8. Must be able to deal with pressure of multiple tasks, frequent interruptions, and deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting with occasional exposure to outdoor conditions when meeting/shuttling travelers from Company plane.

Tools & Equipment Used: Personal computer, typewriter, copier, telephone, fax, other general office equipment, and motor vehicle (if required).

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and three years of work experience with high degree of public contact, people skills, and handling multiple tasks required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license may be required depending on assignment. Previous computer experience desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Word Processing Operator I

JOB CODE : 050565

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent provides technical computerized Companywide document support using various software applications in accordance with users, standard operating procedures, and Company policies within required deadlines.

DIMENSIONS

The incumbent reports to the Word Processing Supervisor or a Word Processing Operator II and has no supervisory responsibility.

NATURE AND SCOPE

1. Creates, sets up, scans, revises, and maintains information in a microcomputer using a variety of software applications; lists jobs for final printing;
2. Programs word processing equipment to perform required work and meet customer specifications and scheduled deadlines; may program computer to perform some complex functions such as mathematical operations, alphanumeric sorts, graphics, desktop publishing, and database management if assigned; updates and reprograms on a continual basis for each project as necessary;
3. Establishes identification codes to save documents to magnetic media files and offsite backups as required; checks programming of electronic media for conformance to established standards for future revision and updating requirements;
4. Reviews completed documents for compliance with originator's request and internal standard operating procedures, as well as Company and DOE guidelines;
5. Completes logs describing work processed as required;
6. Programs computer and peripheral equipment to receive or send data from one location to another;
7. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office areas;
2. Constant sitting at computer while entering data, editing, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to 10 pounds; sometimes up to 40 to 45 pound boxes of paper;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Word Processing Operator I

4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers;
5. Occasional bending/twisting at waist/knees to and from seated position;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating word processing equipment and entering data;
7. Constant use of sight abilities in typing, reading paperwork/computer screen, editing, and maintaining a safe work environment;
8. Constant use of speech/hearing in communicating with coworkers, supervisors, and requestors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in operating word processing equipment, typing, and proofreading documents to ensure compliance with requestor's specifications and company and DOE guidelines;
2. Must be able to follow oral and written instructions, follow through on all assignments, and direct questions and problems using established procedures;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English and possess basic mathematical skills and extensive knowledge of grammar, spelling, and punctuation;
5. Frequent-to-constant use of creativity and design skills in using graphics/desktop publishing software where there is some flexibility in requestor's specifications;
6. Must be able to learn a variety of complex word processing, graphics, desktop publishing, and spreadsheet software and keep up with upgrades and changes.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting. Occasional travel to the Nevada Test Site may be required.

Tools & Equipment Used: Personal computer, mainframe computer, printers, telephone, scanner, fax, other general office equipment, and motor vehicle. Software including, but not limited to, WordPerfect for DOS and Windows, Ventura Publisher, Gem, Lotus 1-2-3, SmarTerm, ProCom Plus, Corel Draw, Draw Perfect, OrgPlus, FoxPro, dBase IV, MS-Windows.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of word processing experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 50 words per minute net required. Knowledge of WordPerfect for Windows or DOS required. Ability to obtain "Q" clearance required. Ability to operate dictaphone equipment required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Word Processing Operator II

JOB CODE : 050782

DATE PREPARED : August 1, 1983

Revised: October 4, 1994

SUMMARY STATEMENT

The incumbent provides advanced and more complex technical computerized Companywide document support using various software applications in accordance with users, standard operating procedures, and Company policies within required deadlines.

DIMENSIONS

The incumbent reports to the Word Processing Supervisor. May train a Word Processing Operator I and fill in during the Word Processing Supervisor's absence.

NATURE AND SCOPE

1. Programs word processing and peripheral equipment to perform more complex and advanced document processing and telecommunications requests including math operations, alphanumeric sorts, phototypesetter interface, graphic representations, desktop publishing, and database management;
2. Formats, inputs, proofreads, and edits classified and unclassified documents to meet requestor's specifications, Company and DOE guidelines, and deadlines;
3. Writes database programs for users when required; prepares user's manual as required;
4. Creates internal standard operating procedures when new requirements need to be defined; makes recommendations to revise operating procedures; updates procedures as requirements change;
5. Trains newly hired personnel on word processing equipment and Company and DOE guidelines; reviews work and answers questions for other operators; fills in for Word Processing Supervisor when absent;
6. Performs maintenance and backup of local and offsite electronic media in accordance with standard operating procedures;
7. Transmits documents electronically via word processing or peripheral equipment to various locations as required;
8. Completes logs of work processed, checks logs prepared by other operators; and completes all necessary paperwork as required;
9. Prepares classified data as required; performs special projects and related work as assigned;
10. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Word Processing Operator II

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking short distances in office areas;
2. Constant sitting at computer while entering data, editing, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to 10 pounds; sometimes up to 40 to 45 pound boxes of paper;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers;
5. Occasional bending/twisting at waist/knees to and from seated position;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating word processing equipment and entering data;
7. Constant use of sight abilities in typing, reading paperwork/computer screen, editing, and maintaining a safe work environment;
8. Constant use of speech/hearing in communicating with coworkers, supervisors, and requestors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in operating word processing equipment, typing, and proofreading documents to ensure compliance with requestor's specifications and Company and DOE guidelines;
2. Must be able to follow oral and written instructions, follow through on all assignments, and direct questions and problems using established procedures;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English and possess basic mathematical skills and extensive knowledge of grammar, spelling, and punctuation;
5. Frequent-to-constant use of creativity and design skills in using graphics/desktop publishing software where there is some flexibility in requestors specifications;
6. Must be able to learn a variety of complex word processing, graphics, desktop publishing, and spreadsheet software and keep up with upgrades and changes;
7. Must be able to work under pressure of deadlines and using unfamiliar software;
8. Must possess good interpersonal/supervisory skills in order to train, review work, and provide leadership to other operators in an effective, positive, and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Personal computer, mainframe computer, printers, telephone, scanner, fax, and other general office equipment. Software including, but not limited to, WordPerfect for Windows, Ventura Publisher, Gem, Lotus 1-2-3, SmarTerm, ProCom Plus, Corel Draw, Draw Perfect, OrgPlus, FoxPro, dBase, MS-Windows.

Word Processing Operator II

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and three years of office/word processing in a Windows environment required.

OTHER SPECIAL QUALIFICATIONS

Typing 55 words per minute net required. Ability to use dictaphone equipment. Ability to obtain "Q" clearance. Supervisory experience desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Word Processing Supervisor

JOB CODE : 050850

DATE PREPARED : April 21, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent supervises the operation of a Word Processing Center which provides technical computerized Companywide document support using various software applications in accordance with users, standard operating procedures, and Company policies within required deadlines.

DIMENSIONS

The incumbent reports to the Word Processing and Forms Management Branch Chief or other branch chief and is responsible for supervising Word Processing Operator Is and IIs.

NATURE AND SCOPE

1. Schedules incoming projects and assigns work to proper equipment/software/operator, keeps track of work in progress, and ensures deadlines are met;
2. Reviews completed projects for accuracy, quality, and conformance with originator's instructions and Company and DOE guidelines;
3. Maintains magnetic media library and originator directory detailing location of each project in magnetic media library using identification codes;
4. Trains, assigns, and reviews work and answers questions for word processing operators; conducts formal performance appraisals and makes recommendations on personnel actions for assigned personnel;
5. Attends branch meetings; makes recommendations concerning changes and procedures, work schedules, and acquisition of new software or equipment;
6. Fills in as Word Processing Operator when needed;
7. Maintains payroll records; schedules inter-unit training; and requisitions supplies, software, or materials;
8. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas while assigning and reviewing work, etc.;
2. Frequent sitting at desk or computer while operating computer, completing paperwork, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to 10 pounds; sometimes up to 35 to 45 pound boxes of paper;

Word Processing Supervisor

4. Occasional climbing one to two step stool to reach higher shelves;
5. Occasional bending/twisting at waist/knees/neck to and from seated position;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating computer, completing paperwork, answering telephones, filing, etc.;
7. Constant use of sight abilities in operating computer, proofreading, and maintaining a safe work environment;
8. Constant use of speech/hearing in supervising, communicating with management, answering questions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in ensuring all projects are completed in accordance with requestor's instructions and Company and DOE guidelines;
2. Must be able to plan/organize, coordinate, schedule, problem-solve, and delegate work to ensure completion in the most effective and timely manner;
3. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation; must be able to read and understand technical and legal documents being processed;
4. Must possess excellent oral communication and interpersonal skills to deal with all levels of customers, employees, and management in an effective and professional manner and train assigned employees in a positive and effective manner;
5. Must possess excellent written communication skills in order to produce letters, memoranda, documents, and instruction manuals; complete logs and records; and record data accurately;
6. Must possess good supervisory skills in order to assign, review, train, and provide leadership to assigned employees in a positive, effective manner;
7. Must be able become familiar with a wide variety of word processing, graphics, spreadsheet, database, and desktop publishing software, be able to train others in their use, and be able to make recommendations regarding use, upgrades, and changes;
8. Must be able to deal with pressure of deadlines, production schedules, frequent interruptions, handling complaints, taking disciplinary action and making personnel recommendations.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled office setting. Occasionally travels to the Nevada Test Site or other locations.

Tools & Equipment Used: Personal computer, mainframe computer, printers, scanners, modem, dictaphone, copier, fax, telephone, other general office equipment, and motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Five years of office experience with at least one year of supervisory experience and three years of word processing experience.

Word Processing Supervisor

OTHER SPECIAL QUALIFICATIONS

Typing 60 words per minute net required. "Q" clearance required. Ability to use dictaphone equipment. Proficiency in personal computer, word processing, and graphics software required, experience in Windows environment preferred. Valid driver's license required.