

**** Beginning March 1, 2016 and extending through February 28, 2017, all orders must be placed first with the primary contractor, 1st Choice Staffing. The designation of the primary contractor will rotate beginning March 1st for each year of the contract period.**

BILLING RATES EFFECTIVE MARCH 1, 2016
FOR MONTGOMERY COUNTY USE ONLY

	Primary Vendor 1st Choice Staffing (New)	Secondary Vendor SPS Consulting (Unchanged)
Executive Secretary	\$21.95	\$19.89
Secretary/Legal Secretary	\$21.10	\$20.93
Office Worker	\$20.30	\$18.85

Note that rates for SPS remain unchanged. The new billing rates for 1st Choice are effective on 3/1/16. Any services provided prior to 3/1/16 must be billed at the prior approved rate.

OCCUPATIONAL CATEGORIES

1. Executive Secretary

Positions in this category provide advanced level administrative assistant support to elected officials and department directors. Duties include managing the principal's calendar; receiving and screening telephone calls; managing the organization's correspondence control system, including reviewing, tracking and/or drafting correspondence; arranging and coordinating high-profile events, meetings, conferences, etc.; taking and transcribing dictation; acting as the liaison between the principal and his/her key staff, other government employees, outside organizations, and the public; etc. Extensive secretarial experience is required, including executive level secretarial experience and experience with assignment-specific word processing software.

2. Secretary/Legal Secretary

Positions in this category provide secretarial support for a major program or specialized function within the County. Positions carry out varied and extensive office and administrative support services, including proving phone and visitor reception for a unit; receiving and screening mail; maintaining unit calendars and schedules; compiling data for financial, statistical, operational or other reports; monitoring and recording expenditures and maintaining fiscal records; preparing official documents such as reports, legislation, regulations, contracts, legal documents, memoranda, etc. using word processing and other software; setting up and maintaining files; processing administrative transactions; etc. Legal Secretarial positions provide support to a team of attorneys and require specialized knowledge of legal documents and processes in order to type and prepare a variety of documents, take and transcribe dictation, research files and records, etc. Considerable experience is required, including experience with assignment-specific word processing or spreadsheet software.

3. Office Worker

These positions provide general clerical support in an office environment. Work is supervised by higher level clerical employees. Duties include receiving visitors; answering telephones; providing information to the general public; receiving, sorting, and distributing incoming mail and other correspondence; preparing typed or word processed documents; sorting and filing materials; operating microcomputers, typewriters, fax machines, photocopiers, calculators, telephones, scanners, printers, and other common office equipment; and other general office work. At least 2 years of responsible clerical experience and/or training are required, including some experience or training with assignment-specific word processing software.