



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

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

	<b>Primary Vendor</b> <b>1<sup>st</sup> Choice Staffing (eff. 3/1/16)</b>	<b>Secondary Vendor</b> <b>SPS Consulting (eff. 4/4/16)</b>
Executive Secretary	\$21.95	\$20.01
Secretary/Legal Secretary	\$21.10	\$21.06
Office Worker	\$20.30	\$18.96

**The new billing rates for SPS Consulting, LLC are effective on 4/4/16.**

**Note that the rates that went into effect for 1<sup>st</sup> Choice on March 1, 2016 remain in effect.**

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**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.

## Montgomery County Government 2016 Temporary Services Contacts

**Beginning March 1, 2016 and extending through February 28, 2017, all orders must be placed with the primary contractor, 1<sup>st</sup> Choice Staffing, LLC.** 1<sup>st</sup> Choice Staffing, LLC d/b/a 1<sup>st</sup> Choice Government Solutions will have twenty-four hours to fill each order. If they are unable to fill the assignment within this time period, the order will rotate to the secondary contractor. The designation of the primary contractor will rotate beginning March 1<sup>st</sup> for each year of the contract period. Departments will initiate payments using their own Oracle Fund, Cost Center, and if necessary, PATEO codes, but must use Oracle Account Code 60168-Temporary Office Clerical and Commodity Code-999039 for all payments tied to these contracts.

<b>Primary Contractor</b>	<b>1<sup>st</sup> Choice Staffing, LLC d/b/a 1<sup>st</sup> Choice Government Solutions</b>
Secondary Contractor	SPS Consulting, LLC

**1<sup>st</sup> CHOICE STAFFING**

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**SPS CONSULTING, INC.\***

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