

Price Sheet
Administrative, Office & Clerical

Job Title	Price
Administrative Assistant	
Administrative Assistant - Executive	
Clerk – Data Entry	
Clerk – Document Reviewer	
Clerk –Loans	
Clerk – Mailroom/Facilities	
Clerk – Typist	
Communications Assistant	
Communications Specialist	
Customer Service Representative (Day)	
Customer Service Representative (Day Bilingual Spanish)	
Customer Service Representative (2 nd Shift)	
Customer Service Representative (2 nd Shift Bilingual Spanish)	
Customer Service Representative (Evening)	
Customer Service Representative (Evening Bilingual Spanish)	
Editor	
Graphics Designer	
Human Resources Generalist	
Human Resources Specialist	
Legal Assistant/Secretary	
Legal Specialist	
Marketing Assistant	
Marketing Specialist	
Mover	
Office Manager	
Paralegal	
Program Administrator	
Project Manager	
Project Specialist	
Public Relations Specialist	
Receptionist/Greeter	
Technical Writer	