

07-0915-CPOR 363

Careers and Employment Services, Ltd
11302 South Michigan Avenue, Chicago, IL 60628
Contact person: Cynthia Waters, (773) 928-0005
Vendor # 12016

TEMPORARY ADMINISTRATIVE, CLERICAL, LEGAL AND ACCOUNTING SERVICES

FLAT HOURLY RATE

<u>POSITION</u>	<u>Careers & Employment</u>
1. Administrative Assistant	\$12.00
2. Computer/Data Entry Operator	\$11.00
3. Secretary	\$10.30
4. Receptionist/Switchboard	\$10.30
5. File/Office Clerk	\$ 9.50
6. Senior Typist	\$ 9.55
7. Word Processing Operator	\$10.70
8. Accounting Clerk	\$ 9.60
9. Accountant	\$19.00
10. Legal Administrative Assistant	\$12.70
11. Legal Secretary	\$14.00
12. Paralegal	\$11.20
13. Court File Clerk	\$ 8.00
14. Media Specialist	\$17.50
15. Online Specialist	\$22.00