



Sr Accountant

ID ACCOUNTANT3
Status Pending

Supervisor	Merl Ostrich	Salary Range	2500.00 to	3875.00
Recruiter	Roberta F. Young	Salary Grade		Exempt YES
		EEO Class	2	Direct NO
Division	Corporate			
Department	Finance	Date Open	12/12/2002	
Location	None Specified	Why Open	New position	
		Filled By		
		Date Fill	/ /	

Comment

Education Requirements

DEGREE	MAJOR	IMPORTANCE
MBA	BUSINESS	50

Skill Requirements

SKILL	DESCRIPTION	YEARS	IMPORTANCE
TAXES	Taxes	0	50

Cost of Hire

DESCRIPTION	AMOUNT
LOCAL ADS	350

Assigned Applicants

ID	NAME	APPLICATION DATE	STATUS
15	Angela Chun	01/14/2003	APPREJ01/14/2003



Graphic Artist

ID ARTIST
Status Open

Supervisor	David Smith	Salary Range	1575.00 to	2800.00
Recruiter	Jack M. Elliott	Salary Grade		Exempt NO
		EEO Class		Direct NO
Division	Engineering			
Department	Software	Date Open	12/01/2002	
Location	None Specified	Why Open	Retirement	
		Filled By		
		Date Fill	/ /	

Comment

Education Requirements

DEGREE	MAJOR	IMPORTANCE
AA	DRAFTING	20

Skill Requirements

SKILL	DESCRIPTION	YEARS	IMPORTANCE
DRAFTING	Drafting	1	40
GRAPH ART	Graph Art	2	20

Cost of Hire

DESCRIPTION	AMOUNT
LOCAL ADS	750



Beginning Assembler

ID ASSEM1
Status Open

Supervisor	Linda Cody	Salary Range	0.00 to	0.00
Recruiter	Jack M. Elliott	Salary Grade	NH17	Exempt NO
<hr/>		EEO Class	7	Direct NO
Division	Engineering	Date Open	12/12/2002	
Department	Manufacturing	Why Open		
Location	Headquarters	Filled By		
		Date Fill	/ /	

Comment

Cost of Hire

DESCRIPTION	AMOUNT
LOCAL ADS	250

Assigned Applicants

ID	NAME	APPLICATION DATE	STATUS
8	Robert E. Blazer	12/10/2002	INVITE12/12/2002



Customer Service Coordin

ID CUSTSERV
 Status Open

Supervisor		Salary Range	21300.00 to	32100.00
Recruiter	Roberta F. Young	Salary Grade	EW14	Exempt YES
<hr/>		EEO Class	2	Direct NO
Division	Corporate	<hr/>		
Department	Administration	Date Open	09/18/2002	
Location	Headquarters	Why Open		
		Filled By		
		Date Fill	/ /	

Comment

Education Requirements

DEGREE	MAJOR	IMPORTANCE
HSD		25
BA		19
BS		19

Skill Requirements

SKILL	DESCRIPTION	YEARS	IMPORTANCE
COMPUTER	Computer	1	18
TELCOMM	Telcomm	1	19



Engineer Lev 2

ID ENGR2
 Status Open

Supervisor	Dennis Jones	Salary Range	3000.00 to	4000.00
Recruiter	Janice L. Dermer	Salary Grade	Exempt YES	
		EEO Class	2	Direct YES
Division	Engineering			
Department	Software	Date Open	11/20/2002	
Location	Headquarters	Why Open	Transfer	
		Filled By		
		Date Fill	/ /	

Comment

Education Requirements

DEGREE	MAJOR	IMPORTANCE
AA	ENGINEERING	20
BA	ENGINEERING	20

Skill Requirements

SKILL	DESCRIPTION	YEARS	IMPORTANCE
COMPUTER	Computer	0	20
EXCEL	Microsoft EXCEL	0	5
MSWORD	Microsoft Word	0	5

Cost of Hire

DESCRIPTION	AMOUNT
LOCAL ADS	78
TRAVEL	150



Office Manager

ID OF MGR
Status Pending

Supervisor	Mary Johnson	Salary Range	2500.00 to	3000.00
Recruiter	Roberta F. Young	Salary Grade	Exempt NO	
<hr/>		EEO Class	5	Direct NO
Division	Corporate	<hr/>		
Department	Administration	Date Open	12/15/2002	
Location	Headquarters	Why Open		
		Filled By		
		Date Fill	/ /	

Comment

Skill Requirements

SKILL	DESCRIPTION	YEARS	IMPORTANCE
TYPE 30-50	Type 30-50	3	25
WINDOWS	Windows	1	25
MS EXCEL	MS Excel	1	25

Cost of Hire

DESCRIPTION	AMOUNT
LOCAL ADS	52

Requisition Notes

Date: / / Recruiter:N/S



Programmer Lev 1

ID PROG1
Status On Hold

Supervisor	Robert Baker	Salary Range	2000.00 to	2500.00
Recruiter	Janice L. Dermer	Salary Grade		Exempt YES
<hr/>		EEO Class	2	Direct NO
Division	Engineering	Date Open	02/01/2002	
Department	Software	Why Open		
Location	Headquarters	Filled By		
		Date Fill	/ /	

Comment

Assigned Applicants

ID	NAME	APPLICATION DATE	STATUS
7	Harvy T. Albright	05/08/2002	OFFEXT06/12/2002
29	Francis James	06/03/2002	NEW 06/03/2002

Requisition Notes

Date: / / Recruiter:N/S



Programmer Lev 3

ID PROG3
Status On Hold

Supervisor	Robert Baker	Salary Range	3000.00 to	3500.00
Recruiter	Janice L. Dermer	Salary Grade		Exempt YES
<hr/>		EEO Class	2	Direct NO
Division	Engineering	Date Open	02/01/2002	
Department	Software	Why Open		
Location	Headquarters	Filled By		
		Date Fill	/ /	

Comment

Cost of Hire

DESCRIPTION	AMOUNT
LOCAL ADS	400
NATL ADS	700

Assigned Applicants

ID	NAME	APPLICATION DATE	STATUS
11	Kimberly M. Finn	01/21/2003	OFFACC02/14/2003
26	Jane S. Adamson	01/15/2003	NEW 01/15/2003
29	Francis James	06/03/2002	NEW 06/03/2002

Requisition Notes

Date: / / Recruiter:N/S



Secretary Level 1

ID SEC1
Status Open

Supervisor	Mary von Raes	Salary Range	10.00 to	12.00
Recruiter	Janice L. Dermer	Salary Grade	Exempt NO	
<hr/>		EEO Class	5	Direct NO
Division	Corporate	<hr/>		
Department	Marketing	Date Open	01/07/2003	
Location	Headquarters	Why Open	replacement	
		Filled By		
		Date Fill	/ /	

Comment

Requisition Notes

Date: / / Recruiter:N/S



Electronic Technician

ID TECH1
Status Open

Supervisor	Linda Cody	Salary Range	8.00 to	10.00
Recruiter	Jack M. Elliott	Salary Grade	Exempt NO	
<hr/>		EEO Class	3	Direct NO
Division	Operations	Date Open	01/01/2003	
Department	Hardware	Why Open		
Location	Midwest Sales Office	Filled By		
		Date Fill	/ /	

Comment

Education Requirements

DEGREE	MAJOR	IMPORTANCE
AA	ELECTRONICS	10
BS	ELECTRONICS	20

Skill Requirements

SKILL	DESCRIPTION	YEARS	IMPORTANCE
INSTRUCTOR	Instructor	0	20
SALES	Sales	0	10
EXCEL	Microsoft EXCEL	0	20

Cost of Hire

DESCRIPTION	AMOUNT
LOCAL ADS	45

Requisition Notes

Date: / / Recruiter:N/S

10 Requisitions Listed