

Level 4

Work is performed under supervision. Methods and procedures are normally well defined. There is little variety in the tasks performed. Decisions are made in accordance with readily understood rules and practices.

Benchmark positions which describe some types of jobs performed at this level are:

<u>Benchmark No.</u>	<u>Title</u>	<u>Page</u>
6	Receptionist	24
7	Registry Clerk	26
8	Secretary	28
9	Accounting Clerk	30