

# Clerical job grading.

**British Productivity Council - Home : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics**

**Job Evaluation  
Two Point-Factor Methods**

<b>Factor Evaluation System</b> Developed in 1977 by the Office of Personnel Management for non-supervisory general scheduling employees, it incorporates aspects of the characteristics of the Lott, Benge, and NEMA methods.	<b>• Hay Method</b> Dates back to the early 50's and is one of the most popular methods in use today. It is particularly popular for evaluating executive, managerial, and professional positions as well as nonexempt clerical, blue collar, and technical jobs.
<b>Universal Factors Four Popular Methods</b>	
<b>BASS</b> Skill (4/0)* Working Condition (3/0) Responsibility (1/0)	<b>NMTA</b> Skill (3/15) Effort (2/10) Responsibility (4/20) Job Conditions

Description: -

-Clerical job grading

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Notes: BPC seminar - front cover.

This edition was published in 1970



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As many states and schools require teaching assistants to have experience with children, this can be helpful preparation for the requirements of this career.

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The duties of the teaching assistant are both clerical and instructional.

**How to Become a Teacher's Assistant: Career and Salary Information**

Paraprofessional certifications are offered for teaching assistants who have the required education in many states. Being bilingual, although not required, may be beneficial.

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Servicemembers work in occupations specific to the military, such as fighter pilots or infantrymen. Many other members work in occupations that are equivalent to civilian occupations, such as nurses, doctors, and lawyers.

**How to Become a Teacher's Assistant: Career and Salary Information**

They also commonly provide additional instructional assistance to students with special needs and students who need extra help in completing classwork.

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The majority of teacher assistants work on a full-time basis, but some work part-time. Some states may require that the program completed be

approved by the state board of education in order to qualify graduates for licensure or certification. Assistant teachers must have the physical ability to assist with small children and classroom equipment, which may require bending and lifting.

## Related Books

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