

ACTIVITIES 8, 9, 10

JOB DESCRIPTIONS

Town Executives (Mayor):

Entry Level Gross Salary: \$97,000

Annual net salary: \$64,666

Monthly net salary: \$5,380

- work with political parties to be elected to their jobs
- work with other town employees (trustees, attorneys, accountants, police) to make sure the laws of the town are followed
- are problem solvers and decision-makers
- develop plans to help improve the town
- listens to what the citizens need and want

Receptionist/Office Managers and Information Clerks:

Entry Level Gross Salary: (\$11 per hour x 40 hours x 52 weeks) \$22,880

Annual net salary: \$15,252

Monthly net salary: \$1,274

- answer telephones, screen and forward calls, take messages
- schedule appointments
- have good time management skills
- pay attention to detail
- communicate well (oral and written)
- do administrative work (work on computers for pay records, invoices, balance sheets and other documents)
- greet clients when they come to the business
- keep good records

Lawyer:

Entry Level Gross Salary: \$60,000

Annual net salary: \$40,000

Monthly net salary: \$3,333

- represent clients in court and at legal proceedings
- listen well to what their clients need
- are problem solvers and decision-makers
- draw up legal documents
- pay attention to detail
- interpret the law for their clients
- gather information to help solve their clients' problems
- communicate well in speech and writing

Accountant:

Entry Level Gross Salary: \$40,000
Annual net salary: \$26,666
Monthly net salary: \$2,222

- give advice to small business owners on setting their budgets
- prepare financial reports and tax returns
- help solve clients' money problems with advice
- listen closely to clients so they can make decisions and solve problems
- pay a lot of attention to detail
- work with accounting software

Bookkeeper:

Entry Level Gross Salary: \$25,000
Annual net salary: \$16,666
Monthly net salary: \$1,380

- keep accounting records for accounts payable and accounts receivable
- make out payroll checks
- pay bills
- accept payments from customers/clients
- work with the business's accountant to write financial statements
- pay attention to details
- like working with numbers

Personal Financial Advisors:

Entry Level Gross Salary: \$50,000
Annual net salary: \$33,000
Monthly net salary: \$2,766

- recommend to clients financial plans using investment strategies
- review a client's assets (savings, insurance, pension, real estate, cash flow)
- set financial goals with clients
- sell clients stocks and insurance
- use computer software to keep records on client information
- problem solve with clients
- listen carefully to clients' problems/interview clients
- manage their time well
- communicate financial information (oral and written) well to clients
- use presentation software
- pay attention to detail

Bank Teller

Entry Level Gross Salary \$21,000

Annual net salary \$13,860

Monthly net salary \$1,155

1. Receives cash and checks for deposit
2. Verifies amount
3. Looks for check endorsement
4. Pays out funds in accordance to bank procedures
5. Recrods transactions accurately
6. Balances each days operations

Public Relations Specialists:

Entry Level Salary: \$50,000

Net annual salary: \$33,000

Net monthly salary: \$2,766

- use software to prepare newsletters for businesses
- communicate well (oral and written)
- act as a spokesperson for businesses and individuals
- work with reporters and correspondents to provide accurate information about their clients
- pay attention to details
- ask good questions
- use presentation software to show the public information about special projects
- are problem solvers

Reporters and Correspondents:

Entry Level Salary: \$30,000

Net annual salary: \$19,800

Net monthly salary: \$1,650

- collect and analyze facts about events
- organize information
- conduct interviews
- do research
- write stories for newspapers, magazines, radio or television
- receive assignments to develop story ideas
- send stories and information to the editor and staff
- listen well to what other people are saying
- ask good questions
- write well
- communicate ideas well (oral and written)
- work with photographers and editors
- pay attention to detail

Veterinarians:

Entry Level Gross Salary: \$65,000

Net yearly salary: \$42,900

Net monthly salary: \$3,575

- examine animals to see what their injuries or illnesses are
- treat sick or injured animals with medication, dress wounds or perform surgery
- inoculate animals against rabies and distemper
- operate diagnostic equipment (x-rays, ultrasound) and use the information to treat animals
- work with pet owners to care for animals
- listen well to pet owners when they are describing their pets' problems
- communicate well with animals and pet owners

Pharmacists:

Entry Level Gross Salary: \$80,000

Net yearly salary: \$52,800

Net monthly salary: \$4,440

- review prescriptions to make sure they are accurate and correct for each patient
- fill prescriptions for patients
- communicate well with doctors and patients
- provide information to the patient about the drugs they are getting (drug interactions, side effects, dosage)/pay attention to detail
- using software keep good records of patients' drugs as well as controlled drugs (narcotics) they have in the pharmacy
- help patients manage their illnesses (diabetes, high blood pressure, asthma)

Dietitians and Nutritionists:

Entry Level Gross Salary: \$40,000

Net yearly salary: \$26,666

Net monthly salary: \$2,222

- create plans to help patients with their nutritional needs and diet restrictions
- help patients and their families understand nutritional information and how to select and prepare foods
- write research reports
- ask patients good questions
- are problem solvers
- listen well to patients
- inspect meals to see if they are nutritional and are prepared correctly

Registered Nurses:

Entry Level Gross Salary: \$50,000

Net annual salary: \$33,000

Net monthly salary: \$2,766

- monitor record and report patients' symptoms to the doctor
- keep accurate detailed records
- record patients' medical information and vital signs
- use diagnostic test to assess a patient's condition
- work as part of a health care team to create health plans for patients
- listen well to patients
- communicate well with patients and their families
- are problem solvers
- are sensitive to the needs of patients
- use medical equipment well
- work well in emergencies
- pay attention to details
- use software to put health plans into action

Medical Assistant:

Entry Level Gross Salary: \$27,000

Net annual salary: \$17,820

Net monthly salary: \$1,485

- work under the direction of a doctor
- schedule appointments, maintain medical records, bill patients and communicate with insurance companies.
- take vital signs (weight, height, blood pressure) of patients
- listen well to patients
- record medical histories of patients
- clean and sterilize medical instruments
- show patients to examination rooms and prepare them for the doctor
- ask patients good question

Emergency Medical Technician (EMT) and Paramedic:

Entry Level Gross Salary: \$23,000

Net annual salary: \$15,180

Net monthly salary: \$1,265

1. care for sick and injured people
 - diagnose what is wrong with a sick or injured person
 - perform emergency procedures (CPR)
 - report a patient's injuries to a doctor
 - transport a patient to the hospital in an ambulance
 - pay full attention to what a patient is saying
 - ask the patients good questions to help in their treatment
 - remain calm in emergency situations
 - solve problems

Dental Hygienist:

Entry Level Gross Salary: \$52,000 annually or \$25 per hour

Annual net salary: \$34,320

Monthly net salary: \$2,860

- clean patients' teeth and gums using dental instruments
- look for signs of disease in patients
- apply fluorides to stop tooth decay
- use X-rays to help the dentist locate cavities in patients
- know the symptoms of dental diseases
- assess what the patient needs
- know human biology
- listen well to patients
- ask patients good questions
- use technology to treat and help patients

Physical Therapist Aides:

Entry Level Gross Salary: \$35,000

Net annual salary: \$23,100

Net monthly salary: \$1,925

- clean and organize the work area
- help patients with their therapeutic exercises and other treatments (ultrasound, massage)
- keep records of patients' treatment
- work on the healthcare team with the physical therapist and other aides
- observe patients and record their progress
- pay attention to detail
- communicate well with patients
- sensitive to what patients need

Personal and Home Health Care Aides:

Entry Level Gross Salary: (\$11 per hour x 40 hours x 52 weeks) \$22,880

Net annual salary: \$15,252

Net monthly salary: \$1,274

- help elderly or disabled adults with daily living activities at the person's home or in a center
- help adults with housekeeping (making beds, doing laundry, washing dishes) and preparing meals
- advise families on nutrition for the elderly
- take vital signs of elderly adults
- keep records of medicines and health concerns that are shared with a doctor
- listens carefully to the elderly person

Child, Family, and School Social Workers:

Entry Level Gross Salary: \$30,000

Net annual salary: \$19,800

Net monthly salary: \$1,650

- interview clients individually, in families or in groups/ask good questions
- work with clients to identify their strengths and their problems
- work with clients to create a plan of action to solve problems
- listen well to clients
- communicate ideas well
- using software keep good records of clients' treatment plans
- pay attention to detail

Mental Health and Substance Abuse Social Workers:

Entry level Gross Salary: \$30,000

Net yearly salary: \$19,800

Net monthly salary: \$1,650

- counsel clients individually or in groups
- help clients work on abuse, illness and employment problems
- are problem solvers
- listen well to clients problems
- use software to keep records on clients' treatment and progress
- work on a healthcare team to provide good treatment to clients
- communicate well with clients and their families

Real Estate Brokers and Salespeople:

Entry level Gross Salary: \$40,000

Net annual salary: \$26,666

Net monthly salary: \$2,222

- know the real estate market in their communities
- listen carefully to clients
- pay attention to detail
- list properties for sale in newspapers and on the Internet
- show properties to clients
- negotiate sales of properties
- collect rents for clients

Construction Managers:

Entry Level Gross Salary: \$47,000

Net annual salary: 31,020

Net monthly salary: \$2,585

- schedule projects in steps
- use good time management skills
- meet deadlines
- explain plans to workers and clients
- listen well to other people's ideas
- plan, organize and direct activities with construction and the maintenance of buildings
- take action to work with delays on projects
- know building materials
- know how to direct workers to do their jobs well
- are problem-solvers
- pay attention to detail
- use computers for time management, scheduling and projects

Recycling/Warehouse Manager (Waste Management):

Entry Level Gross Salary: \$40,000

Net annual salary: \$26,666

Net monthly salary: \$2,222

- supervise the distribution of material to customers
- keep inventory on software
- pay attention to details
- give advice to businesses on recycling
- make sure businesses are following laws about recycling
- supervise the collection of recyclables
- listen well to customers
- communicate well (oral and written) with customers

Urban and Regional Planners:

Entry Level Gross Salary: \$45,000

Net annual salary: \$29,700

Net monthly salary: \$2,475

- design government plans and policies about land use, zoning, housing and transportation
- hold public meetings and work with government, lawyers, construction managers, businesses, and citizens to develop plans for how to use land and develop the community
- approve new building proposals
- prepare reports on how land is being used
- advise government officials on good planning
- are problem solvers
- work well on teams
- pay attention to details
- know laws and regulations for building and land use

Environmental Scientists

Entry Level Gross Salary: \$45,000

Net annual salary: \$29,700

Net monthly salary: \$2,475

- collect and analyze information about the environment (pollution, soil, water, weather)
- connect human activity to the impact it has on the environment (fishing, farming, driving cars, mining, etc.)
- communicates information and reports to the public through public meetings and conferences
- communicate well by using presentation software
- read and write well
- provide support and help to government and businesses
- set standards (rules) and guidelines for the use of the environment
- are problem solvers

Architects:

Entry Level Gross Salary: \$45,000

Net annual salary: \$29,700

Net monthly salary: \$2,475

- prepare designs and layouts, with structure specifications including materials, colors, equipment and estimated costs for a new building or an existing building
- talk with clients about the new buildings and what they would like in the designs
- prepare scaled drawings, models and blueprints
- solve their clients' problems
- manage their time and their staff's time well
- express their ideas clearly
- work with details and complete tasks
- work with computers for designs and layouts (CAD: Computer Assisted Design)

Landscape Architects

Entry Level Gross Salary: \$50,000

Net annual salary: \$33,000

Net monthly salary: \$2,766

- plan and design park areas for parks, airports, highways, hospitals, schools, businesses and residences
- are problem-solvers
- listen to what their clients need
- prepare site plans and estimate the cost of projects
- work with architects

- use good time management skills
- use technology to prepare their plans

Interior Designer:

Entry Level Gross Salary: \$42,000

Net annual salary: \$27,720

Net monthly salary: \$2,310

- plan, design and furnish interiors of homes and businesses
- create their designs for specific purposes (selling, services, etc.)
- estimate the cost of materials
- present their design to clients for their approval
- select or design and purchase furnishings, art work and accessories
- use computer software to put design ideas into drawings
- listen well to clients
- are problem solvers
- pay attention to details

Multi-Media Artists:

Entry Level Gross Salary: \$65,000

Net annual salary: \$42,900

Net monthly salary: \$3,575

- design graphics for product labels, television, mailings
- work independently
- work with computers to create their designs
- listen to what their clients need in their designs
- use good time management
- are good problem-solvers and decision-makers
- develop several ideas for each client
- cooperate well with others

Self-Enrichment Education Teachers:

Entry Level Gross Salary: (\$20 per hour x 40 hours x 52 weeks) \$41,600

Net annual salary: \$27,456

Net monthly salary: \$2,289

- help people improve their lives through instruction (art, dance, gymnastics, martial arts, swimming, and photography)
- know and understand students' needs and interests
- conduct lessons and demonstrations (individually or in groups)
- monitor their students' performances to make suggestions for improvement and to reach course requirements
- communicate well with students

- listen actively to students
- have good self-control

Fitness Trainers and Aerobics Instructors:

Entry Level Gross Salary: \$30,000

Net annual salary: \$19,800

Net monthly salary: \$1,650

- instruct or coach groups and individuals in exercise activities and sports
- demonstrate techniques
- observe participants and help them improve their skills
- explain how equipment is used
- plan routines for participants
- make sure participants are satisfied
- communicate information well
- listen well to participants
- work well with others
- use technology and tools well

Waiters and Waitresses (restaurants and fast food):

Entry Level Salary: (Minimum wage \$7.25/hour x 40 hours x 52 weeks) \$15,080

Net annual salary: \$10,026

Net monthly salary: \$835

- collect payment from customers
- write customers' orders on a slip, memorize orders or enter the orders into a computer
- serve food and beverages to customers
- prepare checks that list meal costs and taxes
- listen well to customers
- follow procedures and routines