

Appendix 2 : Transferable Skills
 Client Name : (redacted)
 Case ID# : (redacted)

DOT Code	Job Title	SVP	Typical Skills Associated With O*Net Transferable Skills Groups of Jobs in Client Work History
119267026	Paralegal	7	Files pleadings with court clerk.
119267026	Paralegal	7	Prepares affidavits of documents and maintains document file.
119267026	Paralegal	7	Investigates facts and law of case to determine causes of action and to prepare case accordingly.
119267026	Paralegal	7	Delivers or directs delivery of subpoenas to witness and parties to action.
119267026	Paralegal	7	Searches patent files to ascertain originality of parent application.
119267026	Paralegal	7	Researches and analyzes law sources to prepare legal documents for review, approval, and use by attorney.
119267028	Paralegal	7	Researches and analyzes law sources to prepare legal documents for review, approval, and use by attorney.
119267028	Paralegal	7	Files pleadings with court clerk.
119267028	Paralegal	7	Prepares affidavits of documents and maintains document file.
119267028	Paralegal	7	Investigates facts and law of case to determine causes of action and to prepare case accordingly.
119267028	Paralegal	7	Delivers or directs delivery of subpoenas to witness and parties to action.
119267028	Paralegal	7	Searches patent files to ascertain originality of parent application.
201362010	Legal Secretary	6	Organizes and maintains law libraries and document and case files.
201362010	Legal Secretary	6	Attends legal meetings, such as client interviews, hearings, or depositions, and takes notes.
201362010	Legal Secretary	6	Completes various forms, such as accident reports, trial and courtroom requests, and applications for clients.
201362010	Legal Secretary	6	Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements.
201362010	Legal Secretary	6	Submits articles and information from searches to attorneys for review and approval for use.
201362010	Legal Secretary	6	Reviews legal publications and performs data base searches to identify laws and court decisions relevant to pending cases.
201362010	Legal Secretary	6	Assists attorneys in collecting information such as employment, medical, and other records.
201362010	Legal Secretary	6	Mails, faxes, or arranges for delivery of legal correspondence to clients, witnesses, and court officials.
205367042	Registration Clerk	3	Compiles and sorts data from interview and reviews to correct errors.
205367042	Registration Clerk	3	Contacts persons at home, place of business, or field location, by telephone, mail, or in person.
205367042	Registration Clerk	3	Asks questions to obtain various specified information, such as person's name, address, age, religion, and state of residency.
205367042	Registration Clerk	3	Records results and data from interview or survey, using computer or specified form.
205367042	Registration Clerk	3	Assists person in filling out application or questionnaire.

<u>DOT Code</u>	<u>Job Title</u>	<u>SVP</u>	<u>Typical Skills Associated With O*Net Transferable Skills Groups of Jobs in Client Work History</u>
211462014	Cashier-Checker	3	Keeps periodic balance sheet of amount and number of transactions.
211462014	Cashier-Checker	3	Cashes checks.
211462014	Cashier-Checker	3	Computes and records totals of transactions.
211462014	Cashier-Checker	3	Operates cash register or electronic scanner.
211462014	Cashier-Checker	3	Receives sales slip, cash, check, voucher, or charge payments and issues refunds or credits to customer.
211462014	Cashier-Checker	3	Issues receipt and change due.
222387026	Inventory Clerk	4	Locates and selects material, supplies, tools, equipment, or other articles from stock or issues stock item to workers.
222387026	Inventory Clerk	4	Receives, counts, and stores stock items and records data, manually or using computer.
222387026	Inventory Clerk	4	Records nature, quantity, value, or location of material, supplies, or equipment received, shipped, used, or issued to workers.
222387026	Inventory Clerk	4	Compiles, reviews, and maintains data from contracts, purchase orders, requisitions, and other documents to determine supply needs.
222387026	Inventory Clerk	4	Purchases or prepares documents to purchase new or additional stock and recommends disposal of excess, defective, or obsolete stock.
222387026	Inventory Clerk	4	Compares office inventory records with sales orders, invoices, or requisitions to verify accuracy and receipt of items.
222387026	Inventory Clerk	4	Confers with engineering and purchasing personnel and vendors regarding procurement and stock availability.
222387026	Inventory Clerk	4	Receives and fills orders or sells supplies, materials, and products to customers.
222387026	Inventory Clerk	4	Prepares documents, such as inventory balance, price lists, shortages, expenditures, and periodic reports, using computer, typewriter, or calculator.
222387026	Inventory Clerk	4	Verifies computations against physical count of stock, adjusts for errors, or investigates discrepancies.
222387026	Inventory Clerk	4	Delivers products, supplies, and equipment to designated area, and determines sequence and release of back orders according to stock availability.
222387026	Inventory Clerk	4	Determines method of storage, identification, and stock location based on turnover, environmental factors, and physical capacity of facility.
222387026	Inventory Clerk	4	Packs, unpacks, and marks stock items, using identification tag, stamp, electric marking tool, or other labeling equipment.
222387026	Inventory Clerk	4	Examines and inspects stock items for wear or defects, reports damage to supervisor, and disposes of or returns items to vendor.
239567010	Office Helper	2	Delivers messages and items, such as documents, packages, and food, between establishment departments, and to other establishments and private homes.

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239567010	Office Helper	2	Receives message or materials to be delivered, and information on recipient, such as name, address, and telephone number.
239567010	Office Helper	2	Walks, rides bicycle, drives vehicle, or uses public conveyance to reach destination to deliver message or materials, in person.
239567010	Office Helper	2	Calls by telephone to deliver verbal messages.
243367018	Town Clerk	5	Answers official correspondence.
243367018	Town Clerk	5	Keeps fiscal records and accounts.
243367018	Town Clerk	5	Records minutes of council meetings.
243367018	Town Clerk	5	Prepares agendas and bylaws for town council.
243367018	Town Clerk	5	Prepares reports on civic needs.
279357050	Salesperson, General Hardware	4	Recommends, selects, and obtains merchandise based on customer needs and desires.
279357050	Salesperson, General Hardware	4	Demonstrates use or operation of merchandise.
279357050	Salesperson, General Hardware	4	Totals purchases, receives payment, makes change, or processes credit transaction.
279357050	Salesperson, General Hardware	4	Sells or arranges for delivery, insurance, financing, or service contracts for merchandise.
279357050	Salesperson, General Hardware	4	Describes merchandise and explains use, operation, and care of merchandise to customers.
279357050	Salesperson, General Hardware	4	Computes sales price of merchandise.
279357050	Salesperson, General Hardware	4	Prepares sales slip or sales contract.
279357050	Salesperson, General Hardware	4	Greets customer.
405687014	Horticultural Worker II	2	Moves containerized shrubs, plants, and trees, using wheelbarrow.
405687014	Horticultural Worker II	2	Hauls and spreads topsoil, fertilizer, peat moss, and other materials to condition soil, using wheelbarrow or cart and shovel.
405687014	Horticultural Worker II	2	Digs, rakes, and screens soil and fills cold frames and hot beds to prepare them for planting.
405687014	Horticultural Worker II	2	Sows grass seed or plants plugs of grass and cuts, rolls, and stacks sod.
405687014	Horticultural Worker II	2	Plants, sprays, weeds, and waters plants, shrubs, and trees, using hand tools and gardening tools.
405687014	Horticultural Worker II	2	Cuts and opens incision in rootstock, using budding knife, and inserts and ties bud.
405687014	Horticultural Worker II	2	Fills growing tanks with water.
405687014	Horticultural Worker II	2	Inspects bud tie to ensure quality.