

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION COVER SHEET**

RECOMMENDED					
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>		

OFFICIAL						
10. TITLE Computer Clerk						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	335		02	MONTH/DAY/YEAR	YES	NO
				4/22/02		

18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>	
1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.			
19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-1	50	6. Personal Contacts	6-1	10
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-1	20
3. Guidelines	3-1	25	8. Physical Demands	8-2	20
4. Complexity	4-1	25	9. Work Environment	9-1	5
5. Scope and Effect	5-1	25	27. TOTAL POINTS		305
Grade based on Computer Clerk & Assistant Series Std., GS-335 (TS-40 dtd 2/80)				28. GRADE	28. 02

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. Signature /S/ MARILYN STETKA	30. Date 4/22/02
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks FLSA: N Standard Job#335-02	33. OPM Certification Number

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D//R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 02	6. IP NO. (8)

<b>B. MASTER RECORD</b>										
1. PAY GS	2. OCC.SER (4) 335	3. OCC FUNC.	4. OFF. TITLE CD 0002	5. OFF. TITLE (38) COMPR CLK						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA			8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO   DAY   YEAR 4   22   02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO   DAY   YEAR		14. DT. INACT/REACT (6) MO   DAY   YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40) (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)										
17. INTERDIS. TITLE CD. (50) (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)										

<b>C. INDIVIDUAL POSITION</b>															
1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 02CT							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st   2nd   3rd   4th   5th   6th   7th   8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2)   City(4)   Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO   DAY   YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO   DAY   YEAR 4   22   02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG				4=Sup./Program 5=RGEG 6=Policy Analysis GEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use				19. DT. REQ. REC. (6) MO   DAY   YEAR		20. NTE. DT. (6) MO   DAY   YEAR		21. POS. ST. Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)										5=Series Change		9=Other			
<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			<b>Maintenance Review Act</b> 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			<b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.			6=Pos. Upgrade 7=Pos. Downgrade						
23. DT. EMP. ASGN. (6) MO   DAY   YEAR		24. DT. ABOL. (6) MO   DAY   YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO   DAY   YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE						31. DATE									

32. REMARKS Standard Job #335-02
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**A. Introduction**

The incumbent of this position provides general computer support to administrative, technical, and/or professional staff.

**B. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Uses personal computer, software, and related equipment to create basic reports and databases.

Receives and sorts data, as necessary, for input into specified reports or database format.

Maintains reports and databases by extracting and recording information and inputting information as appropriate.

Assists in miscellaneous office duties, (i.e. filing, typing, answering phones, etc.) as necessary.

**C. Evaluation Factors**

**1. Knowledge Required by the Position (FLD -1-1, 50 PTS)**

Skill in operating a personal computer to produce work accurately and efficiently.

Skill in operating related equipment such as printers.

Ability to organize and categorize data for input into requested reports or databases.

**2. Supervisory Controls (FLD 2-2, 125 PTS)**

The supervisor provides instructions with assignments and defines priorities and objectives. The supervisor provides specific instructions for new assignments or any new procedures. Within established procedures, the incumbent accomplishes work independently referring any problems that arise to supervisor or designee. Work is spot checked in progress and completed reports and databases are reviewed in detail.

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**3. Guidelines**

**(FLD 3-1, 25 PTS)**

Guidelines include established practices and procedures. These are usually written in step by step sequence. Oral direction is presented in detail. Incumbent completes work according to directions and guidelines. Any deviations or changes are referred to supervisor.

**4. Complexity**

**(FLD 4-1, 25 PTS)**

The incumbent performs tasks that are clear-cut, repetitive and directly interrelated. The work is structured so that little variation is required.

**5. Scope and Effect**

**(FLD 5-1, 25 PTS)**

The purpose of the work is to provide computer support and the incumbent performs specific, repetitive operations. The work products and services facilitate the work of others in the organization.

**6. Personal Contacts**

**(FLD 6-1, 10 PTS)**

Personal contacts include coworkers and office visitors and callers.

**7. Purpose of Contacts**

**(FLD 7-1, 20 PTS)**

Contacts are made to obtain or give information.

**8. Physical Demands**

**(FLD 8-2, 20 PTS)**

Work is primarily sedentary although some walking, standing, bending, and carrying items weighing as much as 50 pounds is required.

**9. Work Environment**

**(FLD 9-1, 5 PTS)**

Work may be performed in an office, laboratory, greenhouse, etc. The work may be located within an environmentally controlled area.

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**C. OTHER CONSIDERATIONS (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: \_\_\_\_\_

**Total Points = 305 PTS**

**Grade Conversion = GS-335-2 (255-450)**

May 11, 2000