

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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POSITION DESCRIPTION COVER SHEET**RECOMMENDED**

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
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8. WORKING TITLE	9. INCUMBENT (Optional)
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OFFICIAL

10. TITLE
Student Trainee (Clerk)

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	399		02	MONTH/DAY/YEAR	YES	NO
				4/22/02		

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

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
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21. Supervisor's Name and Title	24. Second Level Supervisor's Name and Title
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FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS		27.

Grade based on Grade Level Guide for Clerical & Assistance Work (TS-98 dtd 6/89)	28. GRADE	28.
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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
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31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks Standard Job#399-02	33. OPM Certification Number
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MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
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. MASTER RECORD										
1. PAY GS	2. OCC.SER (4) 399	3. OCC FUNC.	4. OFF. TITLE CD 0009	5. OFF. TITLE (38) STUDENT TR (CLK)						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 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 DA YEAR 04 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)										

C. INDIVIDUAL POSITION															
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)					
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 04 22 02	
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEAG 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			
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			Results 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 #399-02															

A. Introduction

The incumbent of this position assists professional and technical staff by performing miscellaneous clerical duties in support of the work of the office. This position is designed to provide the incumbent with actual work experience and knowledge of office operation and procedural functions.

B. Major Duties

Performs miscellaneous clerical duties such as preparing, receiving, reviewing, and verifying documents; maintaining office records; locating and compiling data or information from files; compiling information for reports; answering and referring telephone calls; filing material; opening and distributing mail; copying materials, etc.

Types a variety of material including draft reports, memoranda and correspondence using either electric typewriter or personal computer and related word processing software. The incumbent is responsible for the accuracy of spelling, punctuation, grammar and format.

C. Evaluation Factors

1. Knowledge Required by the Position

Knowledge of basic office and clerical procedures associated with the preparation of typed material; answering of telephones; filing of material; handling of office mail; and copying documents.

Knowledge of grammar, spelling, capitalization and punctuation to type a variety of material accurately from rough handwritten drafts.

Skill in operating an electric typewriter and personal computer and related word processing software.

2. Supervisory Controls

For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. Work is closely controlled. The incumbent receives assignments from the office secretary or other higher graded employee indicating what is to be done, limitations, quality and quantity expected, deadlines, and priority of work to be

accomplished. Specific instructions are provided for new assignments. Deviations, problems, and unfamiliar situations are referred to the supervisor or higher graded employee for resolution. Finished work is reviewed for accuracy, adequacy, and adherence to instructions and established procedures and compliance with instructions.

3. Guidelines

Guidelines include dictionaries, secretarial manuals, GPO Style Manual, and internal office directives and procedures. Assignments are performed in direct accordance with guidelines. Situations not directly covered are referred to the supervisor, secretary, or other higher graded employee.

4. Complexity

The material typed by the incumbent is routine and there is little or no deviation in format or procedure with each individual assignment.

5. Scope and Effect

Typing and clerical duties performed by the incumbent facilitate the work of the professional and technical staff in the office.

6. Personal Contacts

Assignments are performed for employees in the immediate work unit and occasionally for others in the division.

7. Purpose of Contacts

Contacts are for the purpose of obtaining instructions and clarification on written material from originators.

8. Physical Demands

The work is primarily sedentary although there may be some walking, standing, and bending.

9. Work Environment

The work is performed in an office setting.

D. 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: _____