

REASON FOR THIS POSITION			POSITION DESCRIPTION COVER SHEET								
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER									
RECOMMENDED											
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE						
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>								
OFFICIAL											
10. TITLE Student Trainee (Clerk)											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER					
GS	399		01	MONTH/DAY/YEAR	YES	NO					
				4/22/02			MS				
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 constitute 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						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.			
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 Standard Job#399-01								33. OPM Certification Number			

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA																																		
1. FUNCTION (1) A/C/D/I/R		2. DEPT. CD/AGCY-BUR-CD. (4)			3. SON (4)		4. MR. NO. (6)			5. GRADE (2) 01		6. IP NO. (8)																						
B. MASTER RECORD																																		
1. PAY PLAN (2) GS		2. OCC.SER (4) 399		3. OCC FUNC. CD (2)		4. OFF. TITLE CD (5) 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) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td style="text-align: center;">04</td><td style="text-align: center;">22</td><td style="text-align: center;">02</td></tr></table>		MO	DAY	YEAR	04	22	02															
MO	DAY	YEAR																																
04	22	02																																
11. EARLY RET. CD. (1) 1=Primary 2=Secondary				12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td> </td><td> </td><td> </td></tr></table>		MO	DAY	YEAR				14. DT.INACT/REACT (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td> </td><td> </td><td> </td></tr></table>		MO	DAY	YEAR				15. AGCY. USE (10)												
MO	DAY	YEAR																																
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16. INTERDIS. SER. (40) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 10%;">(4)</td><td style="width: 10%;">(4)</td></tr></table>												(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)											
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)																							
17. INTERDIS. TITLE CD. (50) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 10%;">(5)</td><td style="width: 10%;">(5)</td></tr></table>												(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)											
(5)	(5)	(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 2=CD 220			3. POS. SCHED. (1) 3=SF 278 4=AD 392 5=SF 849		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical 2=Critical Sensitive		5. COMP. LEV. (4)																									
6. WK. TITLE CD. (4)				7. WK TITLE (38)																														
8. ORG. STR. CD. (18) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 12.5%;">1st</td><td style="width: 12.5%;">2nd</td><td style="width: 12.5%;">3rd</td><td style="width: 12.5%;">4th</td><td style="width: 12.5%;">5th</td><td style="width: 12.5%;">6th</td><td style="width: 12.5%;">7th</td><td style="width: 12.5%;">8th</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							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				
1st	2nd	3rd	4th	5th	6th	7th	8th																											
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">State (2)</td><td style="width: 33%;">City(4)</td><td style="width: 33%;">Cnty(3)</td></tr><tr><td> </td><td> </td><td> </td></tr></table>			State (2)	City(4)	Cnty(3)				14. BUS. CD. (4)		15. DT. LST. AUDIT (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td> </td><td> </td><td> </td></tr></table>		MO	DAY	YEAR				16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td style="text-align: center;">04</td><td style="text-align: center;">22</td><td style="text-align: center;">02</td></tr></table>		MO	DAY	YEAR	04	22	02
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18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG						4=Sup./Program 5=RREG 6=Policy Analysis GEG			7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use			19. DT. REQ. REC. (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td> </td><td> </td><td> </td></tr></table>		MO	DAY	YEAR				20. NTE. DT. (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td> </td><td> </td><td> </td></tr></table>		MO	DAY	YEAR				21. POS. ST. (1) Y=Perm N=Other						
MO	DAY	YEAR																																
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22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																																		
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.			9=Other																						
23. DT. EMP. ASGN. (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td> </td><td> </td><td> </td></tr></table>		MO	DAY	YEAR				24. DT. ABOL. (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td> </td><td> </td><td> </td></tr></table>			MO	DAY	YEAR				25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">MO</td><td style="width: 33%;">DAY</td><td style="width: 33%;">YEAR</td></tr><tr><td> </td><td> </td><td> </td></tr></table>			MO	DAY	YEAR				27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)		
MO	DAY	YEAR																																
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30. CLASSIFIER'S SIGNATURE						31. DATE																												
32. REMARKS Standard Job #399-01																																		

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 receiving, reviewing, and verifying documents; maintaining office records; locating information from files; answering and referring telephone calls; filing material; opening and distributing mail; copying materials; and performing similar support work in the assigned organization.

Types from handwritten or rough drafts a variety of material including draft reports, memoranda and correspondence. Typing assignments may be performed on an electric typewriter or a personal computer using word processing software.

C. Evaluation Factors

1. Knowledge Required by the Position

Knowledge of simple, routine, or repetitive office tasks or operations that typically include following step-by-step instructions and require little or no previous training or experience.

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 ability to learn word processing software used on personal computers.

2. Supervisory Controls

The incumbent receives assignments from the office secretary or other higher graded employee who sets priorities and provides detailed instructions on assigned work. Material is reviewed for typographical errors and adherence to prescribed format, procedures, and 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

Work 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.

Student Trainee (Clerk)
GS-399-01

Standard Job #399-01

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:

August 12, 1996