

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		02	MONTH/DAY/YEAR		YES	NO
				4/22/02			
							MS
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 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		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#399-02		33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

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

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)							
GS	399		0009	STUDENT TR (CLK)							
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)	10. DT. CLASS (6)				
1=HQ 2=FLD		1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA		5=Mgmt. CSRA 6= Leader LGEG 8=All Others		X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO DAY YEAR			
								04 22 02			
11. EARLY RET. CD. (1)			12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT.INACT/REACT (6)		15. AGCY. USE (10)		
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA		A I=Inactive A=Active		MO DAY YEAR		MO DAY YEAR		
16. INTERDIS. SER. (40)											
(4)		(4)		(4)		(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)											
(5)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)			3. POS. SCHED. (1)			4. POS. SENS. (1)		5. COMP. LEV. (4)						
N	E=Exempt N=Nonexempt	0	0=None 1=CD 219 2=CD 220	3=SF 278 4=AD 392 5=SF 849		A=Sched A B=Sched B C=Sched C	0=Excepted but not A, B, C	1N N	0=Nonsensitive 1=Noncritical 2=Critical Sensitive							
6. WK. TITLE CD. (4)		7. WK TITLE (38)														
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)								
1st	2nd	3rd	4th	5th	6th	7th	8th	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)		13. DUTY STATION (9)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)	
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)					MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR	
													04 22 02			
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)		20. NTE. DT. (6)		21. POS. ST. (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			MO DAY YEAR		MO DAY YEAR		Y=Perm N=Other				

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)			24. DT. ABOL. (6)			25. INACT/ACT (1)		26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
MO	DAY	YEAR	MO	DAY	YEAR	A	1=Inact. 2=Act.	MO	DAY	YEAR						

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: