

A. MAJOR DUTIES

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

Uses office automation equipment and software to type and edit a variety of standard documents in accordance with established, routine procedures. Types final, error-free documents, ensuring correct punctuation, spelling, capitalization, and grammar.

Maintains office files, directives, and references.

Receives incoming telephone calls and visitors and refers them to appropriate staff member(s).

Receives and routes incoming mail to office staff.

Sends and receives documents electronically and operates photocopy machines.

Types travel authorizations and vouchers and other standard office forms.

B. EVALUATION FACTORS

1. Knowledge Required by the Position (FLD 1-2:200 pts)

Skill in operating an electronic typewriter, word processor, microcomputer, and/or computer terminal to produce work accurately and efficiently. Skill in operating related equipment, such as printers. A qualified typist is required.

Basic knowledge of office automation software package(s) to type, edit, print, and retrieve documents.

Basic knowledge of office terminology and procedures to accomplish assigned tasks, refer visitors and callers, and maintain files.

Knowledge of grammar, spelling, capitalization, and punctuation to type a variety of standard forms and documents.

2. Supervisory Controls (FLD 2-1: 25 pts)

The supervisor provides clear, specific instructions for assignments.

Assignments are accomplished in accordance with detailed procedures. Supervisory guidance is sought on all matters not specifically covered by these procedures.

Work is reviewed in progress and/or in draft and upon completion for accuracy, completeness, and conformance to procedures.

3. Guidelines (FLD 3-1: 25 pts)

Specific, detailed guidelines are available and apply to all aspects of assignments. Guidelines include software package user manuals, dictionary, correspondence manual, office procedures, and sample work products. The clerk adheres to guidelines without deviation. All problems are referred to the supervisor.

4. Complexity (FLD 4-1: 25 pts)

Assignments consist of several prescribed and related tasks. The tasks assigned are performed repetitively and are easily mastered.

The clerk is confronted with limited alternatives; therefore, few decisions are required.

5. Scope and Effect (FLD 5-1: 25 pts)

The purpose of the position is to provide typing and clerical support.

Duties performed facilitate the work of others in the organization.

6. Personal Contacts (FLD 1a: 30 pts)

7. Purpose of Contacts

Contacts include coworkers, office visitors and callers, and support services office personnel.

Contacts are for the purpose of receiving assignments, taking and relaying messages, directing callers and visitors to the appropriate staff member, obtaining information, and resolving discrepancies.

8. Physical Demands (FLD 8-1: 5 pts)

Work is primarily sedentary. Some walking, standing, bending, and carrying of light items is required.

**Office Automation Clerk
GS-326-2**

Standard Job #326-02

9. Work Environment

(FLD 9-1: 5 pts)

Work is performed in an office setting.

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: 340 pts
(GS-2 Range: 255-450 pts)

August 9, 1996