

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, edit, and create a variety of standard documents in accordance with established procedures. Documents may include some scientific/administrative terminology and/or statistical data. Types final, error-free documents, ensuring correct punctuation, spelling, capitalization, and grammar.

Maintains and purges office files, directives, and reference materials. May also be responsible for indexing files.

Receives incoming telephone calls and visitors and refers them to appropriate staff member(s). Provides routine information relating to clerical and administrative functions and programs of the office.

Receives, reviews, and routes incoming mail to office staff.

Serves as alternate/backup timekeeper and prepares and transmits Time and Attendance records for office staff.

Sends, receives, and distributes electronic mail and telephone facsimile (FAX) documents. Operates office photocopiers.

Prepares and types travel authorizations and vouchers and other standard office forms.

Fills in for office secretary or other clerical employees during periods of absence. May maintain office bulletin board(s), ensuring material is current and posted.

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.

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

Knowledge of scientific and/or administrative programs of the office to accomplish tasks, refer visitors and callers, and maintain files.

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

Knowledge of USDA and ARS policies and procedures concerning such administrative matters as correspondence preparation and control, travel, personnel, office automation systems, files maintenance, procurement, and time and attendance.

2. Supervisory Controls (FLD 2-2: 125 pts)

The supervisor assigns work in terms of deadlines and priorities. More detailed guidance is provided by the supervisor when new, difficult, and/or unusual tasks are assigned.

The clerk is responsible for independently accomplishing routine, recurring assignments.

The supervisor is consulted when unusual problems or situations arise. Completed work is reviewed for compliance with standard procedures, technical accuracy, and appearance.

3. Guidelines (FLD 3-2: 125 pts.)

Guidelines include Administrative Memoranda, ARS Directives, Correspondence Manual, travel regulations, Government Style Manual, and dictionary. Software manuals and tutorials are also available for reference. The supervisor is available for guidance to explain new or unique assignments.

Judgment is required to select and apply appropriate guides. Situations for which no established guidelines exist are referred to the supervisor.

4. Complexity (FLD 4-2: 75 pts)

Assignments involve a number of office automation and clerical support duties, including use of office automation software packages, filing systems, and electronic mail. The number and variety of documents, formats, and processing functions involved differ from one assignment to another. Uses office automation software package(s) to create and edit a variety of standard documents.

The clerk is required to use different procedures and functions and/or to create and edit lengthy documents requiring a variety of format changes. Identifies and selects correct procedure and/or document format from a variety of alternatives. Recognizes and corrects errors of a clerical/administrative nature in documents, e.g., spelling, formatting, and punctuation.

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

The purpose of the position is to provide 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.

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 = 590 pts
(GS-3 Range: 455-650 pts)