

**A. Introduction**

The incumbent of this position provides general computer support to administrative, technical, and/or professional staff.

**B. Major Duties**

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

Uses personal computer, software, and related equipment to create basic reports and databases.

Receives and sorts data, as necessary, for input into specified reports or database format.

Maintains reports and databases by extracting and recording information and inputting information as appropriate.

Assists in miscellaneous office duties, (i.e. filing, typing, answering phones, etc.) as necessary.

**C. Evaluation Factors**

**1. Knowledge Required by the Position (FLD 1-1: 50 PTS)**

Skill in operating a personal computer to produce work accurately and efficiently.

Skill in operating related equipment such as printers.

Ability to organize and categorize data for input into requested reports or databases.

**2. Supervisory Controls (FLD 2-2: 125 PTS)**

The supervisor provides instructions with assignments and defines priorities and objectives. The supervisor provides specific instructions for new assignments or any new procedures.

Within established procedures, the incumbent accomplishes work independently referring any problems that arise to supervisor or designee.

Work is spot checked in progress and completed reports and databases are reviewed in detail.

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GS-335-2**

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**3. Guidelines (FLD 3-1: 25 PTS)**

Guidelines include established practices and procedures. These are usually written in step by step sequence. Oral direction is presented in detail. Incumbent completes work according to directions and guidelines.

Any deviations or changes are referred to supervisor.

**4. Complexity (FLD 4-1: 25 PTS)**

The incumbent performs tasks that are clear-cut, repetitive and directly interrelated.

The work is structured so that little variation is required.

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

The purpose of the work is to provide computer support and the incumbent performs specific, repetitive operations.

The work products and services facilitate the work of others in the organization.

**6. Personal Contacts (FLD 6-1: 10 PTS)**

Personal contacts include coworkers and office visitors and callers.

**7. Purpose of Contacts (FLD 7-1: 20 PTS)**

Contacts are made to obtain or give information.

**8. Physical Demands (FLD 8-2: 20 PTS)**

Work is primarily sedentary although some walking, standing, bending, and carrying items weighing as much as 50 pounds is required.

**9. Work Environment (FLD 9-1: 5 PTS)**

Work may be performed in an office, laboratory, greenhouse, etc. The work may be located within an environmentally controlled area.

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**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:

**Total Points = 305**

**Grade Conversion = GS-2 (255-450 pts)**

May 11, 2000