

A. Introduction

The incumbent of the position performs a variety of computer support tasks required to process data, to develop and operate software, and to troubleshoot system problems for 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:

Participates in the development and maintenance of data bases.

Checks data for completeness, validity, and consistency; corrects erroneous data.

Revises and/or updates existing programs per instructions. Provides troubleshooting of systems.

Assists with the troubleshooting and maintenance of computer related communications services using the Internet and World-Wide Web based resource systems and databases.

Documents all data files, computer programs, and procedures.

C. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-3: 350 PTS)

General knowledge of computer science.

Working knowledge of basic math and data processing procedures.

Ability to efficiently operate personal computers.

Ability to edit data and to adapt to various spread-sheet programs.

Ability to modify existing programs per instructions.

Ability to manipulate databases using established software packages.

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

The supervisor provides instructions with assignments and defines priorities and objectives. More detailed guidance is provided by the supervisor when new, difficult, or unusual tasks are assigned.

The incumbent contributes to the planning by pointing out possible difficulties with techniques and contributes to the documentation and interpretation of findings through accurate record keeping.

Completed work is reviewed for compliance with instructions, adequacy of methods and content, and to ensure completion within deadlines.

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

Guidelines include operating manuals, handbooks, oral or written guides, and project files. New guidelines are discussed with the supervisor or designee.

The incumbent exercises judgment in improving the reliability and efficiency of established procedures.

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

Work assignments vary greatly and often require the performance of many unrelated tasks being conducted at the same time.

Incumbent is required to consider many factors in each assigned task, and the primary objective varies depending on the phase of the project.

Factors and conditions considered in making decisions often vary according to the specific job.

5. Scope and Effect (FLD 5-2: 75 PTS)

The purpose of the work is to provide computer support through the storage, analysis of data, the development of new procedures, and the application of existing software.

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

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

**Computer Clerk
GS-335-4**

Standard Job #335-04

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 directly related to work and to obtain advice on procedures.

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.

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 = 805

Grade Conversion = GS-4 (655-850)

May 11, 2000