

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 (FL 1-2: 200 pts)

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 (FL 2-1: 25 pts)

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

Student Trainee (Clerk)
GS-399-02

Standard Job #399-02

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 (FL 3-1: 25 pts)

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 (FL 4-1: 25 pts)

The material typed by the incumbent is routine.

There is little or no deviation in format or procedure with each individual assignment.

The tasks assigned are performed repetitively and are easily mastered.

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

The purpose of the work is to perform specific, recurring tasks required to maintain electronic records, e.g., calendars, directories, spreadsheets, and databases, and/or to produce various items, e.g., correspondence, memos, publications, manuscripts, reports, or forms, in draft or final form according to most recent data.

Typing and clerical duties performed by the incumbent facilitate the work of the professional and technical staff in the office.

**6. Personal Contacts and
7. Purpose of Contacts (FL 1a: 30 pts)**

Assignments are performed for employees in the immediate work unit and occasionally for others in the division.

Student Trainee (Clerk)
GS-399-02

Standard Job #399-02

Contacts are for the purpose of obtaining instructions and clarification on written material from originators.

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

The work is primarily sedentary although there may be some walking, standing, and bending.

9. Work Environment (FL 9-1: 5 pts)

The work is performed in an office setting.

TOTAL POINTS: 340
(GS-2 RANGE: 255 – 450 PTS)

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: