

A. Introduction

The incumbent of this position assists professional and technical staff by performing 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

Types from handwritten or rough drafts 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.

Uses various word processing procedures and function keys to execute office automation functions such as storing and retrieving electronic documents or files, activating printers, inserting and deleting text, moving material within document, and printing documents.

Performs other miscellaneous clerical duties such as answering and referring telephone calls; filing material in chronological and alphabetical order; opening and distributing mail; and copying materials.

C. Evaluation Factors

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

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.

Knowledge of word processing procedures and function keys to execute several basic office automation functions such as storing and retrieving documents, moving text, printing documents. A qualified typist is required.

Knowledge of basic formats and clerical procedures associated with the preparation of typed material; answering of telephones; filing of material; handling of office mail; and copying documents.

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

The incumbent receives assignments from the office secretary or other higher graded employee indicated 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.

Carries out recurring work independently referring deviations, problems, and unfamiliar situations to the supervisor or higher graded employee for resolution.

Finished work is reviewed for technical accuracy 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.

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: