

POSITION DESCRIPTION (Please Read Instructions on the back)								1. Agency Position No S0202		
2. Reason for Submission NEW		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No		
Explanation		7. Fair Labor Standards Act Non-Exempt			8. Financial Statements Required			9. Subject to IA Action Yes		
		10. Position Status		11. Position is NON-SUPERVISORY	12. Sensitivity	13. Competitive Level Code		14. Agency Use		
		15. Drug Test Required NO					16. ADP Status			
17. Classified/Graded by	Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management										
b. Department, Agency or Establishment										
c. Second Level Review	Office Automation Clerk				GS	0326	02	L . P	01/01/2002	
d. First Level Review										
e. Recommended by Supervisor or Initiating Office										
18. Organizational Title of Position (if different from official title)					19. Name of Employee (if vacant, specify)					
20. Department, Agency or Establishment Department of the Interior					c. Third Subdivision					
a. First Subdivision U.S. Geological Survey					d. Fourth Subdivision					
b. Second Subdivision					e. Fifth Subdivision					
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)					
<p>Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</p>										
a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature		Date			Signature			Date		
/s/ Mark Sogge		7/30/2015								
23. Classification/Job Grading Certification <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>					24. Position Classification Standards Used in Classifying/Grading Position GS-326, OA Clerical and Asst Series Office Automation Grade Evaluation Guide					
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist					Information for Employees <i>The standards and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S Office of Personnel Management.</i>					
Signature		Date								
Lorilee Penn /s/		01/01/2002								
25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)										
b. Supervisor										
c. Classifier										
26. Remarks										
27. Description of Major Duties and Responsibilities (See Attached)										

PD Tracking Number 0000004

Major Duties

Uses basic word processing software functions and procedures to produce standard documents and to perform miscellaneous clerical support.

Applies typing skill and knowledge of a limited range of basic functions and procedures of word processing software to create, copy, edit, and print a variety of standardized documents.

Transmits and receives electronic mail.

Prepares standardized documents in draft or final form from detailed procedural instructions. Checks accuracy of spelling, punctuation, grammar, and format.

Processes incoming mail. Receives telephone calls and visitors. Provides assistance and information for simple routine requests. Refers inquiries to higher grade employee. Takes and delivers messages for staff members who are unavailable.

Prepares and maintains office records. Orders office supplies as requested by other staff members.

Factor Statements

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION (Level 1-2, 200 points)

- Knowledge of office automation software to perform basic functions and processing procedures such as producing letters and memos, arranging tabulated data, performing editing functions, storing and retrieving electronic documents or files, activating a printer, inserting and deleting text, printing standardized paragraphs from a glossary, entering data into a predefined spreadsheet or database, retrieving data from specified electronic records, and transmitting and receiving electronic mail.

- Knowledge of grammar, spelling, capitalization, punctuation, and general terminology necessary to prepare documents from handwritten drafts into final form.

- Knowledge of common clerical practices and procedures applicable to the processing of forms and requests used in various office support tasks, such as office supply requisitioning.

- Skill in operating standard office equipment, such as electric/electronic typewriters, copiers, fax machines, and office automation systems (i.e., word processing), to perform basic functions in office automation support. A fully qualified typist is required.

- Ability to read and interpret general procedural guidelines, including software user manuals, correspondence procedures, and style manuals.

FACTOR 2, SUPERVISORY CONTROLS(Level 2-1, 25 points)

Clear and detailed instructions are provided for all tasks assigned. Work is closely reviewed for accuracy and completeness.

FACTOR 3, GUIDELINES (Level 3-1, 25 points)

Detailed procedural guidelines, instructions, and samples covering all aspects of the work are available. Any problem encountered in selecting or applying the guidelines is referred to the supervisor or an experienced worker. Employee adheres to guidelines without deviation.

FACTOR 4, COMPLEXITY (Level 4-1, 25 points)

The work is clear-cut and relatively simple. Employee has little or no choice of action.

FACTOR 5, SCOPE AND EFFECT (Level 5-1, 25 points)

The work involves routine tasks that affect the work of higher graded employees in the work unit.

FACTOR 6, PERSONAL CONTACTS (Level 1/A, 30 points)

Personal contacts are with employees within the immediate organization.

FACTOR 7, PURPOSE OF CONTACTS

Purpose of contacts is to obtain, clarify, or provide factual information.

FACTOR 8, PHYSICAL DEMANDS (Level 8-1, 5 points)

The work is sedentary. May require some walking, standing, bending, or lifting of light items.

FACTOR 9, PHYSICAL DEMANDS (Level 9-1, 5 points)

The work is performed in a typical office setting.

TOTAL POINTS - 340

GRADE CONVERSION - GS-02

Office Automation Clerical and Assistance Series, GS-326, 11/90

Office Automation Grade Evaluation Guide, 11/90

(Source Document Std PD S0202)

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