

REASON FOR			POSITION DESCRIPTION COVER SHEET				
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE		
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>				
OFFICIAL							
10. TITLE Office Automation Clerk							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
GS	326		04	MONTH/DAY/YEAR	YES	NO	MS
				4/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st			5th				
2nd			6th				
3rd			7th				
4th			8th				
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the 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 continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature		20. Date		22. Second Level Supervisor's Signature		23. Date	
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	1-3	350	6. Personal Contacts	Level 1			
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	A	30		
3. Guidelines	3-2	125	8. Physical Demands	8-1	5		
4. Complexity	4-2	75	9. Work Environment	9-1	5		
5. Scope and Effect	5-1	25	27. TOTAL POINTS		27. 740		
Grade based on Office Automation Grade Evaluation Guide, / Off. Auto. Clerical & Assistance Series, GS-326 (TS-100 dtd11/ 90)					28. GRADE	28. 04	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA				30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N			Standard Job#326-04		33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				04	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)					
GS	326		0001	OFF AUTOMATION CLK					
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)	10. DT. CLASS (6)		
1=HQ 2=FLD		8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		X=New Std. Applied Blank=NA		N=NO Y=Interdis	MO	DAY	YEAR
							04	22	02
11. EARLY RET. CD. (1)			12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT.INACT/REACT (6)		15. AGCY. USE (10)
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA		A I=Inactive A=Active		MO DAY YEAR		
16. INTERDIS. SER. (40)									
(4)		(4)		(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)									
(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)											
N E=Exempt N=Nonexempt		0 N 0=None 3=SF 278 4=OGE 450		A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C			1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk		04OC									
6. WK. TITLE CD. (4)				7. WK TITLE (38)																	
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)													
1st		2nd		3rd		4th		5th		6th		7th		8th		0=Position Action No Vacancy A=No Change		B=Lower Grade C=Higher Grade		D=Different title and/or series E=New Position/New FTE	
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)						
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)					MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR						
															04 22 02						
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST. (1)							
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RREG 6=Policy Analysis GEG						MO DAY YEAR			MO DAY YEAR			Y=Perm N=Other							
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																					
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.				9=Other					
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)		26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)						
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.		MO DAY YEAR													
30. CLASSIFIER'S SIGNATURE										31. DATE											
32. REMARKS																					
Standard Job #326-04																					

A. Major Duties

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

Uses office automation software package(s) and equipment to type, edit, and format letters, memoranda, reports, manuscripts, technical documents, charts, graphs, and/or forms. Produces error-free documents, ensuring correct punctuation, spelling, capitalization, and grammar. Ensures that final documents are formatted and arranged in conformance with established correspondence, publication, and office procedures.

Establishes and maintains a variety of office records and files. Updates and purges files on a regular basis. Researches files and reference materials for information needed by office personnel.

Receives incoming telephone calls and visitors. Answers inquiries related to general policy, programs, and activities of the office. Based on a knowledge of office functions and programs/projects, refers callers and visitors to appropriate staff member.

Receives, sorts, and routes incoming mail and correspondence to office staff. Based on the subject of incoming documents and correspondence, distributes mail.

As primary or alternate/backup timekeeper, prepares and transmits Time and Attendance records for office staff.

Sends, receives, and distributes electronic mail and telephone facsimile (FAX) documents. Operates office photocopiers.

Prepares travel authorizations and vouchers and other standard office forms.

Fills in for office secretary or other clerical employees during periods of absence.

May maintain office bulletin board(s), ensuring material of interest and importance to employees is current and posted.

B. Evaluation Factors

1. Knowledge Required by the Position FLD 1-3 350 pts.

Skill in operating an electronic typewriter, a personal computer, and related equipment, such as printers and modems. A qualified typist is required.
Knowledge of software package functions and features, including EITHER (1) the varied functions of more than one software package OR (2) the varied and advanced functions of one software package, in order to perform accurate word processing and to format, arrange, update and produce a wide variety of complex documents.

Knowledge of scientific and/or administrative programs/terminology of the office to accomplish tasks, refer visitors and callers, and maintain files.

Knowledge of English grammar, spelling, punctuation, and required formats to type, proofread, and correct errors in documents consistent with requirements for style and content.

Knowledge of the basic mission, program(s), and policies of the office to screen requests and provide information from files and records; advise on established procedures; and refer non-routine requests to appropriate staff members.

Knowledge of USDA and ARS policies and procedures concerning such administrative matters as correspondence preparation and control, travel, personnel, office automation systems, files maintenance, procurement, and time and attendance.

2. Supervisory Controls FLD 2-2 125 pts.

The supervisor assigns work in terms of deadlines and priorities. More detailed guidance is provided by the supervisor when new, difficult, and/or unusual tasks are assigned. The clerk is responsible for independently accomplishing routine, recurring assignments. The supervisor is consulted when unusual problems or situations arise. Completed work is reviewed for compliance with standard procedures, technical accuracy, and appearance.

3. Guidelines FLD 3-2 125 pts.

Guidelines include Administrative Memoranda, ARS Directives, Correspondence Manual, travel regulations, Government Style Manual, and dictionary. Software manuals and tutorials are also available for reference. The supervisor is available for guidance to explain new or unique assignments. Judgment is required to select and apply appropriate guides. Situations for which no established guidelines exist are referred to the supervisor.

**Office Automation Clerk
GS-326-4**

Standard Job #326-04

- 4. Complexity** FLD 4-2 75 pts.

Assignments involve a wide variety of office automation and clerical support duties, including use of office automation software packages, filing systems, and electronic mail. The number and variety of documents, formats, and processing functions involved differ from one assignment to another. Uses office automation software package(s) to create and edit a variety of standard documents. The clerk is required to use different procedures and functions and/or to create and edit lengthy documents requiring a variety of format changes. Identifies and selects correct procedure and/or document format from a variety of alternatives. Recognizes and corrects errors of a clerical/administrative nature in documents, e.g., spelling, formatting, and punctuation.

- 5. Scope and Effect** FLD 5-1 25 pts.

The purpose of the position is to provide clerical support. Duties performed facilitate the work of others in the organization.

- 6. Personal Contacts** Level 1

Contacts include coworkers, office visitors and callers, and support services office personnel.

- 7. Purpose of Contacts** Level A 30 pts.

Contacts are for the purpose of receiving assignments, taking and relaying messages, directing callers and visitors to the appropriate staff member, obtaining information, and resolving discrepancies.

- 8. Physical Demands** FLD 8-1 5 pts.

Work is primarily sedentary. Some walking, standing, bending, and carrying of light items is required.

- 9. Work Environment** FLD 9-1 5 pts.

Work is performed in an office setting.

**Office Automation Clerk
GS-326-4**

Standard Job #326-04

C. 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 = 740 PTS.

Grade Conversion = GS-326-4 (655-850 points)