

REASON FOR THIS POSITION			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 Computer Clerk						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	335		04	MONTH/DAY/YEAR	YES	NO
				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	6-1	10	
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-1	20	
3. Guidelines	3-2	125	8. Physical Demands	8-2	20	
4. Complexity	4-2	75	9. Work Environment	9-1	5	
5. Scope and Effect	5-2	75	27. TOTAL POINTS		805	
Grade based on Computer Clerk & Assistant Series Std., GS-335 (TS-40 dtd 2/80)				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#335-04		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	335		0002	COMPR 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		MO DAY YEAR	
16. INTERDIS. SER. (40)										
(4)		(4)		(4)		(4)		(4)		(4)
17. INTERDIS. TITLE CD. (50)										
(5)		(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			1C N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk		04CT							
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)					
N 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 #335-04																			

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)

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.

**Computer Clerk
GS-335-4**

Standard Job #335-04

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.

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 = 805 PTS

Grade Conversion = GS-335-4 (655-850)