

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
<b>RECOMMENDED</b>							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
<b>OFFICIAL</b>							
10. TITLE Student Trainee (Office Automation)							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
GS	399		02	MONTH/DAY/YEAR	YES	NO	MS
				04/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
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 constitute 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		
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	1-2	200	6. Personal Contacts	Level 1			
2. Supervisory Controls	2-1	25	7. Purpose of Contacts	A	30		
3. Guidelines	3-1	25	8. Physical Demands	8-1	5		
4. Complexity	4-1	25	9. Work Environment	9-1	5		
5. Scope and Effect	5-1	25	27. TOTAL POINTS		27. 340		
Grade based on Office Automation Grade Evaluation Guide/Office Auto. Clerical & Assistance Series, GS-326 (TS-100 dtd 11/90)				28. GRADE		28. GS-02	
<b>CLASSIFICATION CERTIFICATION</b>							
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				Standard Job#399-02a		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				02	

## 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	399		0026	STUDENT TR (OA)																
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		1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA			5=Mgmt. CSRA 6= Leader LGEG 8=All Others		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)		(4)		(4)		(4)		(4)				
17. INTERDIS. TITLE CD. (50)																				
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)				

## C. INDIVIDUAL POSITION

1. FLSA 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 1=CD 219 2=CD 220			3=Sf 278 4=AD 392 5=Sf 849			A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C			1N N 0=Nonsensitive 1=Noncritical 2=Critical Sensitive																		
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. (4)																		
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG				4=Sup./Program 5=RREG 6=Policy Analysis GEG				7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use				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 #399-02a																																

**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**

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**

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**

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**

The material typed by the incumbent is routine and there is little or no deviation in format or procedure with each individual assignment.

**5. Scope and Effect**

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

**6. Personal Contacts**

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

**7. Purpose of Contacts**

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

**8. Physical Demands**

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

**9. Work Environment**

The work is performed in an office setting.

**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: