

**A. Introduction**

The incumbent of this position provides general computer support to 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:

Uses personal computer, software, and related equipment to create a variety of basic reports and databases.

Receives and sorts a variety of data for input into reports or database format.

Maintains reports and databases by extracting and recording information and inputting new information as appropriate.

Searches for missing data or data error.

Assists in miscellaneous office duties, (i.e. filing, typing, answering phones, etc.) as necessary.

**C. Evaluation Factors**

**1. Knowledge Required by the Position (FLD 1-2: 200 PTS)**

Knowledge of appropriate software package to create, type, edit, print and retrieve reports and databases.

Skill in operating a personal computer to produce work accurately and efficiently.

Skill in operating related equipment such as printers.

Ability to organize and categorize data information for input into appropriate reports or databases.

**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.

Within established procedures, the incumbent accomplishes work independently referring any problems that arise to supervisor or designee.  
Completed work is reviewed for compliance with standard procedures and technical accuracy.

**3. Guidelines (FLD 3-1: 25 PTS)**

Guidelines include established practices and procedures. 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.

**4. Complexity (FLD 4-2:75 PTS)**

The incumbent works with a variety of reports and databases. The creation and maintenance of reports and databases is ongoing.

Actions to be taken regarding the compiling and inputting of data information are decided by the incumbent.

**5. Scope and Effect (FLD 5-1: 25 PTS)**

The purpose of the work is to provide computer support and this support results in more efficient utilization of information.

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.

**8. Physical Demands (FLD 8-2: 20 PTS)**

Work is primarily sedentary although some walking, standing, bending, and carrying

**Computer Clerk  
GS-335-3**

Standard Job #335-03

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 = 505**

**Grade Conversion = GS-3 (455-650 pts)**

May 11, 2000