

**POSITION DESCRIPTION** (Please Read Instructions on the back)

1. Agency Position No  
S0204

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	04	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

c. Third Subdivision

a. First Subdivision

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)

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.

a. Name and Title of Supervisor

Mark Sogge, Acting Deputy Director, USGS

Signature: /s/ Mark Sogge Date: 07/30/2015

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: Date:

23. Classification/Job Grading Certification

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.

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

Signature: Lorilee Penn /s/ Date: 01/01/2002

Information for Employees

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.

25. Position Review	Initials	Date								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

27. Description of Major Duties and Responsibilities (See Attached)

PD Tracking Number 0000006

### Major Duties

The purpose of this position is to use varied and advanced functions of word processing software to produce a wide range of documents and to perform miscellaneous clerical support.

Uses varied and advanced functions of word processing to create, format, modify, edit, and print a variety of letters, reports, memos, and other textual documents

Prepares a wide variety of recurring correspondence, internal reports, and other documents from information obtained from the staff, files, and other sources and reviews and finalizes documents prepared by others. Composes routine, nontechnical correspondence, such as requests for information. Proofreads/edits correspondence and documents for correct grammar, spelling, capitalization, punctuation, and format. Consolidates and finalizes information for various reports in accordance with established reporting procedures and/or instructions from the supervisor. Coordinates/forwards correspondence to appropriate office.

Reviews, processes, and screens incoming and outgoing correspondence, materials, publications, regulations, and reports. Establishes suspense dates as directed by the supervisor and brings to supervisor's attention those that cannot be met by requested dates. Reviews outgoing correspondence for procedural and grammatical accuracy and conformance with administrative requirements. Downloads publications from electronic systems and distributes as required.

Receives and directs telephone calls or visitors. Based on general knowledge of the organization, refers telephone callers and visitors to appropriate staff or office. Personally answers routine, nontechnical requests for information such as status of reports, suspense dates, and similar readily available information. Provides follow-up on requests for information.

Establishes, updates, maintains, and purges office records of various types. Assists staff with clerical and procedural requirements and instructions. Makes travel arrangements such as scheduling transportation, making reservations at hotels, and preparing travel orders. Prepares and consolidates time and attendance records in accordance with established procedures. Requisitions office supplies, printing support, and related materials.

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### Factor Statements

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-3, 350 points)**

- Knowledge of the nature and capability of word processing software procedures and function keys to perform a varied and advanced functions, such as: generating tables of contents, importing graphs or databases, creating glossaries, aligning multiple columns; automatically printing document identification or other notations at the top or bottom of each page; and creating form letters and automatically merging these with mailing lists.

- Knowledge of standard office equipment, such as electric/electronic typewriters, copiers, fax machines, and office automation systems to perform a substantial range of office automation support. A fully qualified typist is required.

- Knowledge of grammar, spelling, capitalization, punctuation, and commonly used specialized terminology to prepare material correctly.

- Knowledge of a body of rules, procedures, or operations applicable to clerical assignments, such as preparing various routine correspondence/reports, maintaining files/records, and reviewing and processing mail.

#### FACTOR 2 - SUPERVISORY CONTROLS (Level 2-2, 125 points)

The supervisor provides general instructions in the form of priorities, deadlines, or quantity. For new or more difficult work, more specific instructions are provided. Employee works independently in carrying out familiar assignments in accordance with previous instructions. Completed work is usually checked for compliance with office procedures or instructions, technical accuracy, and appearance.

#### FACTOR 3 - GUIDELINES (Level 3-2, 125 Points)

Guidelines manufacturer's manuals and tutorials for users, agency correspondence procedures, style manuals, technical dictionaries, etc. Employee uses judgment in locating and selecting the most appropriate guidelines, references, and procedures for application. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

#### FACTOR 4 - COMPLEXITY (Level 4-2, 75 points)

Assignments consist of a variety of tasks that involve several related steps. Processing steps and procedures required to complete work are varied and numerous. Factors considered in identifying what needs to be done and in performing assignments are straightforward and factual.

#### FACTOR 5 - SCOPE AND EFFECT (Level 5-2, 75 points)

The work involves providing information from a variety of sources that affects the accuracy, reliability, or acceptability of further processes or services.

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

Personal contacts are with employees within the immediate office.

#### FACTOR 7 - PURPOSE OF CONTACTS

Purpose of contacts is to obtain, clarify, or give facts or information directly related to the work.

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

The work is sedentary.

#### FACTOR 9 - WORK ENVIRONMENT (Level 9-1, 5 points)

The work is performed in a typical office setting.

TOTAL POINTS - 790

GRADE CONVERSION - GS-04

Office Automation Clerical and Assistance Series, GS-326, 11/90  
Office Automation Grade Evaluation Guide, 11/90  
(Source Document Std PD S0204)