

PD Tracking Number 0000035

Incumbent of this position serves as a student trainee under the Student Career Experience Program. This program is designed to provide the student with work experience directly related to their academic field of study and to orient and expose the student to the mission and work of the U.S. Geological Survey (USGS) and the benefits and conditions of Federal employment. It provides formal periods of work and study while the student is enrolled in school, the conditions of which are outlined in the Working Agreement that must be signed by the student, the school, and the employing Office.

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#### Major Duties

The incumbent will provide assistance to senior administrative personnel in the preparation of a variety of administrative material required to support the organization. Assists in recording information necessary to provide data for internal reports. Receives basic training in the development of reports from previously recorded data. Receives training in the preparation of time cards; requisitions for supplies; equipment and services; travel authorizations and vouchers; property transfer forms; journal vouchers and related transactions. Receives training in handling a variety of day-to-day basic, practical administrative problems.

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Factor Statements

#### FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Basic knowledge of the terminology and procedures of the organization in order to understand and apply guides and instructions.
- Fundamental computer skills sufficient to enter, retrieve, and manipulate financial or administrative data.
- Ability to communicate effectively orally and in writing.

#### FACTOR 2 - SUPERVISORY CONTROLS

As a trainee, incumbent performs under the direct supervision of senior level administrative personnel. The supervisor explains assignments in detail and informs the incumbent of changes in policies, practices and procedures as they effect work assignments. Work is frequently reviewed while in progress. Completed work is reviewed in detail for completeness and compliance with instructions.

#### FACTOR 3 - GUIDELINES

The incumbent will be instructed in the use of written guidelines including the U.S. Geological Survey Manual, Federal Procurement Regulations and small purchasing guidelines, which are immediately available to the incumbent. The incumbent will also receive training in the use of additional guidelines such as object class codes, the Timekeepers Manual and other applicable reference materials. Instructions on the use of the guidelines will be comprehensive, and require little interpretation on the part of the incumbent.

#### FACTOR 4 - COMPLEXITY

Performs a variety of basic administrative support assignments that are usually simple and well-defined, offering little necessity for deviation from established procedures.

#### FACTOR 5 - SCOPE AND EFFECT

Work efforts by the incumbent contribute to assuring the timely and efficient processing of a variety of administrative activities and assist in providing accurate and up-to-date information to the supervisor and personnel of the organization.

#### FACTOR 6 - PERSONAL CONTACTS

Contacts are primarily with employees of the immediate organization.

#### FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of receiving instructions, exchanging information and for reporting problems to the supervisor.

#### FACTOR 8 - PHYSICAL DEMANDS

Work is performed primarily while sitting with occasional periods of standing, walking, bending or carrying relatively light materials.

#### FACTOR 9 - WORK ENVIRONMENT

Work is performed in an ordinary office environment.

Grade Level Guide for Clerical & Assistance Work, 06/89

Office Automation Grade Evaluation Guide, 11/90

Introduction to the Position Classification Standards

(Source Document Std PD S0257)