

PD Tracking Number 0000036

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 provides assistance to the senior administrative personnel in the preparation of a variety of administrative material required to support the organization. Receives guidance on a variety of budget and finance functions. Assists in reviewing invoices for accuracy, proper account numbers, assigns proper object class codes, and prepares for certification by proper personnel. Assists in developing financial reports from previously recorded data. Records information relating to personnel records. Reviews time cards for accuracy; prepares requisitions for supplies, equipment and services; prepares travel authorizations and vouchers and reviews these documents for accuracy; prepares property transfer forms. Handles a variety of day-to-day administrative problems.

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#### Factor Statements

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

- Knowledge of procedures relating to personnel records system.
- Knowledge of procedures relating to preparation of procurement documents.
- Knowledge of correspondence procedures as well as ability to communicate effectively in writing and orally.
- Fundamental computer skills sufficient to enter, retrieve, and manipulate financial or administrative data.
- General knowledge of routine administrative practices.

##### FACTOR 2 - SUPERVISORY CONTROLS

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

##### FACTOR 3 - GUIDELINES

Written guidelines including the U.S. Geological Survey Manual, Federal Personnel Manual, Federal Procurement Regulations and small purchasing guidelines are immediately available to the incumbent. The incumbent also has additional guidelines available, i.e., Timekeeper's Manual,

and definitions of object class codes. Use of the guidelines requires the incumbent to exercise judgment on proper action to be taken.

#### FACTOR 4 - COMPLEXITY

Performs a variety of administrative support assignments that require attention to a large number of details. Incumbent must be familiar with procedures in such areas as financial management, travel, and procurement.

#### FACTOR 5 - SCOPE AND EFFECT

Work accomplished by the incumbent assures the timely and efficient processing of a variety of administrative activities and to provide 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, providing and/or receiving information, and providing advice on routine administrative problems that occur within the organization.

#### 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 S0258)