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Clerk Typist 02

GS-322-02

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

The incumbent performs clerical and typing duties.

II. MAJOR DUTIES AND RESPONSIBILITIES

Types narrative and tabular material in rough draft from hand written, or "cut and paste" copy and/or types verbatim material from a variety of written or tabular material, e.g., memoranda, letters, reports, statistical tabulations, etc.

Performs other routine clerical tasks such as maintaining files, reproducing material on photocopy equipment; opening and distributing incoming messages and mail; routing/mailing outgoing correspondence.

May answer the telephone and receive visitors and refer inquiries to staff.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the position FL 1-2, 200 points

Skill in the use of electronic or manual typewriters sufficient to type memos and correspondence. A qualified typist is required.

Basic knowledge of grammar, spelling, punctuation, and capitalization needed to understand and type written material correctly.

Knowledge of prescribed formats, forms, and typing procedures needed to type material properly.

Factor 2 - Supervisory Controls FL 2-1, 25 points

The supervisor furnishes detailed instructions for each type of assignment. The incumbent performs work as instructed and requests supervisory guidance on all matters that are not covered by specific guidelines or instructions.

Work is reviewed to ensure proper and efficient application of instructions, methods, and procedures.

Factor 3 - Guidelines FL 3-1, 25 points

Incumbent uses oral or written detailed guidelines which are well established and directly applicable to each assignment. Employee adheres to guidelines without deviation.

Factor 4 - Complexity FL 4-1, 25 points

The work performed consists of clear-cut repetitive tasks. Additional instruction or clarification is provided as needed.

Factor 5 - Scope and Effect FL 5-1, 25 points

The purpose of the work is to perform specific, recurring tasks required to accomplish a variety of clerical activities in support of individuals within the organizational unit. The services and work performed facilitate the work of the originators of the material.

Factors 6 & 7 Personal Contacts and Purpose of Contacts FL 1a, 30 points

Personal contacts are with employees in the immediate work unit or related support units. Contacts are for receiving assignments and instructions, discussing additions or revisions, receiving or giving information, clarifying terminology, etc.

Factor 8 Physical Demands FL 8-1, 5 points

The work is basically sedentary with some walking, standing, or bending.

Factor 9 Work Environment FL 9-1, 5 points

The work is performed in an office with adequate lighting, space, and physical comfort.

TOTAL POINTS 340 = GS-2

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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