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Clerk Typist 03

GS-322-03

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 a variety of written material such as letters, memoranda, reports, tabulated material, narrative statements, etc., in draft or final form from "clean" copy, rough or smooth drafts or oral instructions.

Locates and compiles specifically identified material from various sources such as office files, records, reports, or from other offices for the use of the staff.

Performs a variety of other office tasks or assignments such as: placing and receiving telephone calls; referring calls and visitors; opening and distributing mail; reproducing material on photocopy equipment, etc.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-2, 200 pts.

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 2-2, 125 pts.

The supervisor provides detailed instructions for new assignments. The employee performs routine aspects of the work without instructions or guidance. Completed work is reviewed for accuracy and compliance with instructions.

Factor 3 - Guidelines FL 3-1, 25 pts.

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

Work is performed in accordance with a variety of established office procedures and requirements. The incumbent decides which is appropriate for desired results. Guidance is provided for unusual situations.

Factor 4 - Complexity FL 4-2, 75 pts.

Work at this level consists of typing a variety of standard documents requiring differing procedures and functions. Incumbent must use judgment to make choices from established alternatives such as determining which format to use for different documents. Actions taken depend on the source of information, type of transaction, or situation.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

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 pts.

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 pts.

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

Factor 9 Work Environment FL 9-1, 5 pts.

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

Total Points 490 = GS-3

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

IV. UNIQUE POSITION REQUIREMENTS

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