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Computer Assistant 04

GS-0335-04

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

This position is responsible for providing clerical support to computer processing activities.

II. MAJOR DUTIES AND RESPONSIBILITIES

Assembles and prepares input tapes for test and production runstreams; check to see that labels are accurate; returns tapes from production to library. Receives, verifies, and enters tapes into inventory.

Assists in the coding, modification and correction of program runstreams.

Receives and verifies computer printouts; ensures proper distribution of computer printouts and other processing materials.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-3, 350 pts.

Knowledge of nomenclature, workflow, and procedures of work to which assigned.

Knowledge of computer terminals or PC's sufficient to initiate uncomplicated processing runs or system queries. Knowledge of computer system hardware/software control statements and error codes.

Knowledge of simple modification and correction of program runstreams.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

The supervisor explains unusual assignments and new procedures; incumbent performs routine assignments independently and directs questions and/or problems to the supervisor. Work is reviewed for conformance to established procedures and through error reports.

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

Instructions and written guidance cover most situations encountered by the incumbent, who has no authority to deviate or modify established instructions or guides without prior supervisory approval.

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

The work consists of tasks which are usually performed in a prescribed sequence. Employee must pay close attention to numerical and other label or computer message data to assure proper tape identification is made, or job control or other computer messages are understood and responded to accurately.

There are continual changes to programs and procedures. The employee must adjust to them quickly.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

Incumbent performs computer support services to facilitate the computer automation and/or data processing activities of others. Work facilitates completion of projects and work processes.

Factor 6 - Personal Contacts FL 6-1, 10 pts.

Contacts are with other employees engaged in automated data processing activities.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

Contacts are to exchange factual information pertaining to assigned activities.

Factor 8 - Physical Demands FL 8-1, 5 pts.

Work is primarily sedentary.

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

Work is performed in an office setting or computer environment.

TOTAL = 690 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

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