



U.S. DEPARTMENT of COMMERCE
Office of Human Resources Management

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File Clerk 03

GS-0305-03

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 employee performs clerical work related to the filing and systematic arrangement of records for storage or reference purposes.

II. MAJOR DUTIES AND RESPONSIBILITIES

Receives materials, arranges them in specified order, and places them in files under subject file headings. Prepares cross-references as necessary to relate files to materials previously received or to materials in other storage areas, and to indicate receipt of new or related materials. Assists users in locating and obtaining files; prepares charge-out cards for removed files or materials. Conducts special searches as necessary.

Identifies materials that have been separated from or belong in files and places them in proper location within files.

Performs a variety of related duties, such as assuring protection of contents of files, expanding or contracting files storage as necessary, and participating in records inventories and reviews.

III. FACTOR LEVELS

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

Knowledge of the functions within the areas serviced. Knowledge of alphabetical, numerical, and subject category filing systems sufficient to sort, organize, and file a variety of materials, records, and files.

Knowledge of security procedures and access requirements. Knowledge of cross-referencing systems, classification guides, and indexes maintained by the unit.

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

Most work is performed independently. The supervisor approves any deviations from established procedures and spot checks work for accuracy and compliance with guidelines.

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

Guidelines are both written and oral and provide specific instructions and procedures to be followed. Instructions are easily memorized and little interpretation is necessary. Situations not covered by specific guidelines are referred to the supervisor.

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

Performs a variety of related duties, including searching, filing, cross referencing, and association of materials, which require consideration of the differences in the materials, files and records processed.

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

The purpose of the work is to provide prompt service in the daily flow of materials to and from the file unit. The work affects the general efficiency of the serviced units.

Factor 6 - Personal Contacts FL 6-2, 25 Pts.

Contacts are typically with employees in serviced units, but may include personnel outside the immediate organization.

Factor 7 - Purpose of the Contacts FL 7-1, 20 Pts.

Contacts are for the exchange of information related to daily work.

Factor 8 - Physical Demands FL 8-2, 20 Pts.

Work requires long periods of standing, walking, stooping, reaching and pulling. Lifting of materials over 50 pounds may be required.

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

Work is performed in an office setting.

Total 520 Pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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