



[Home](#) > [HR Practitioners](#) > [Classification & Position Management](#) > [PD Library](#)

## File Clerk 04

---

### GS-0305-04

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

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

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Conducts extensive searches for records when initial searches have been unproductive. Determines which documents may exist based on information from the requester and on knowledge of the agency's record keeping history. Contacts subject matter experts when initial searches are unsuccessful.

Reads incoming correspondence and associates material with previous correspondence or related subject material.

Checks and assembles records prior to their transfer to the records holding area.

Maintains up-to-date master files on administrative materials, such as administrative circulars or directives, and provides complete set upon request.

Functions as control point for incoming documents. Provides totals and reports upon request.

#### III. FACTOR LEVELS

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

Thorough knowledge of the contents, arrangement, and filing procedures for subject matter, historical, and numerical filing systems used by the organization, including types and purposes of documents kept presently and in the past.

Knowledge of the functions of the organization in order to locate required materials in any of several possible locations, to classify and cross reference materials accurately, and to determine specific assignments for materials when the subject is not readily discernable.

Knowledge of records management procedures for a variety of filing systems. Knowledge of the organization's record transfer and archival practices.

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 3-2, 125 Pts.

Guidelines consist of numerous standing oral instructions and written procedural guides, such as office code lists, organization directories, and handbooks, which are applicable in different work situations. The employee must use judgment in selecting and applying the proper guide.

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

Performs a variety of related duties, including searching, filing, cross referencing, and associating 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 with coworkers, employees in the units serviced, and with Postal Service employees.

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 770 Pts.

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

---

[Website Feedback](#)   [About OHRM](#)   [Contact Us](#)   [DOCHROC](#)   [FOIA](#)   [Site Map](#)  
[Privacy Policy](#)   [Commerce Homepage](#)   [Careers at Commerce](#)  
[Commerce Employees](#)   [HR Practitioners](#)