



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

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File Clerk 05

GS-0305-05

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

Studies contents of incoming reports and correspondence which concern complex and specialized matters. Materials vary in format and require determinations regarding placement within the filing systems.

As required, conducts information searches for reference materials or research related to specific programs. Periodically reviews filed materials to determine if material should be consolidated, have new classification, or be retired.

Examines materials to identify subject matter and assigns proper classification from among numerous possibilities. Selects relevant topics for cross referencing and indexing. Screens for and separates materials related to special projects and programs.

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 3-3, 275 Pts.

Guidelines of a general nature are available. However, the guides are often not applicable to specific situations or have gaps in specificity. The employee must use judgment in interpreting or adapting guides to new situations, study results of actions, and take corrective action where needed.

Factor 4 - Complexity FL 4-3, 150 Pts.

The work involves multiple classifications, multiple indexes, multiple cross referencing, and/or special searching of complex and diverse materials in a variety of formats. Analysis of the material is necessary. Information supplied with search requests may be incomplete. Filing, cross referencing, and association of materials require consideration of the differences in the materials, files, and records processed.

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

The work affects the ability of personnel in the serviced units to perform their duties in an accurate and efficient manner. The accuracy of classification, indexing, and cross referencing determinations affects the reliability of information provided to 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 1045 Pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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