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## Office Automation Clerk 02

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### GS-0326-02

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 entry level position performs office automation assignments to provide general office clerical support.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Uses computer software such as word processing, data base, and spreadsheet to perform elementary office automation tasks such as entering and retrieving data into or from existing spreadsheets and producing various standardized documents using established formats.

Types materials in rough draft and/or from a verbatim copy.

Maintains files, reproduces materials. Distributes messages and mail; routing mail and correspondence.

May receive telephone calls and visitors. Refers inquiries to the appropriate staff member.

#### III. FACTOR LEVELS

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

A qualified typist is required to operate an electronic typewriter, word processor, microcomputer, or computer terminal to type various documents following established formats.

Knowledge of processing procedures to execute several basic office automation functions such as storing and retrieving electronic documents or files, activating a printer, inserting and deleting text, entering data into a spreadsheet or data base, and transmitting and receiving electronic mail.

Knowledge of grammar, spelling, punctuation, and capitalization to understand and type material correctly.

Factor 2 - Supervisory Controls FL 2-1, 25 pts.

The supervisor provides specific direction and detailed instructions for each assignment. The incumbent performs work as instructed and consults with the supervisor on matters not covered by specific guidelines or instructions. Completed work is reviewed for accuracy, adequacy and adherence to instructions, methods, and procedures.

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

The incumbent uses detailed oral or written guidelines. These are well-established and directly applicable to each assignment. The incumbent adheres to guidelines without deviation.

Factor 4 - Complexity FL 4-1, 25 pts.

Assignments consist of clear-cut repetitive tasks. Additional instructions or clarification are provided by contacting software specialists or referring to manuals.

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

Work performed involves specific, recurring clerical tasks in support of co-workers within the operating 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 1-A, 30 pts.

Contacts are with co-workers or employees in the organization. Contacts are for receiving assignments and instructions, discussing additions or revisions, receiving or giving information, clarifying terminology.

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

The work is primarily sedentary, requiring no special physical demands.

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

The work is performed in a typical office setting.

TOTAL = 340 pts.

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

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

(Last Updated: November 16, 1994)

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