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## Statistical Clerk 03

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### GS-1531-03

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

This position performs statistical clerk assignments in support of programs.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Searches a variety of data sources to gather statistical data.

Contacts respondents to collect data, and performs non-complex analysis of statistical data in relation to previously reported data, resolving questionable data responses at the time of contact.

Receives inquiries from respondents, assisting on routine questions when possible, otherwise referring call to higher grade clerk or appropriate analyst.

Edits and/or screens documents for completeness, reasonableness and consistency of related items.

Codes or verifies coding of subject matter items.

Compiles statistical tables from readily identifiable sources, preparing in prescribed format and checking correctness according to prescribed procedures.

Recognizes out-of-tolerance items, inconsistencies between items, data reporting errors, and data entry errors.

#### III. FACTOR LEVELS

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

Knowledge of limited and/or well standardized statistical clerical procedures to scan, edit, and code.

Knowledge of basic forms, reference material and data requirements.

Limited knowledge of subject-matter or program terminology to interact with respondents (seasonal, FIFO, inventory method, etc.) and to obtain data and resolve problems.

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

The supervisor provides direction, determining initial assignments and giving general instructions. Specific instructions are provided for new, difficult, or unusual assignments. The incumbent independently performs recurring duties, recognizing deviations and referring them to the supervisor for resolution. Completed work is reviewed for consistency, accuracy, proper application of techniques, and conformity to instructions.

Factor 3 - Guidelines FL 3-, 25 pts.

Specific, detailed guidelines and instructions cover all major aspects of assignments. The incumbent works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

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

The work consists of a variety of statistical clerical duties that involve related steps, processes, and/or methods. A working knowledge of specialized terminology is applied to resolve recurring and uncomplicated processing and operational problems. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among a few easily recognizable situations.

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

The incumbent performs specific, routine data collection, compilation, and calculation operations comprised of a few separate tasks. The incumbent's work facilitates the overall work of the operating unit.

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

The incumbent's contacts are highly structured. They typically include contact with co-workers within the operating unit and related support units. They may be with individuals from other agencies, private organizations, or members of the general public.

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

Contacts are to obtain and relay information and data and to assist in resolving problems.

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

The work is primarily sedentary, but may require some walking, stooping, bending and lifting of light items.

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

The work is performed in a typical office setting.

TOTAL = 490 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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