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## Student Trainee (Administrative) 02

### **GS-0399-02**

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 is a schedule B Cooperative Education student. This position is responsible for performing developmental activities and administrative tasks in support of the mission of the office assigned.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES**

Works with higher graded staff in support of office programs and activities to gain practical work experience that augments training in academic course of study. Typically performs duties such as: assisting with the processing of routine operational actions, forms, or records and gathering information for reports; maintaining files; reproducing materials; distributing messages and mail; receiving telephone calls and visitors; and referring inquiries to the appropriate staff member.

#### **III. FACTOR LEVELS**

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

Knowledge of a limited range of functions and procedures needed to perform basic administrative duties.

Knowledge of standard processing procedures and basic terminology to perform several related steps or tasks in varying sequence.

Factor 2 - Supervisory Controls FL 2-1, 25 Points

The incumbent is under the direct and continuing supervision of a higher-level employee. The incumbent carries out recurring assignments independently. All matters not specifically covered in the instructions or guidelines are referred to the supervisor. All completed assignments are reviewed in detail.

Factor 3 - Guidelines FL 3-1, 25 Points

Detailed handbooks, manuals, and other references are readily available; all deviations must be authorized by the supervisor.

Factor 4 - Complexity FL 4-1, 25 Points

Tasks are repetitive, usually involving similar treatment. There are few problems identifying discrepancies or necessary adjustments. Detailed instructions apply to all situations.

Factor 5 - Scope and Effect FL 5-1, 25 Points

Work involves the performance of a limited number of tasks and is performed to facilitate the efforts of employees in the organization. Completed assignments have limited impact on office mission.

Factor 6 - Personal Contacts

Factor 7 - Purpose of Contacts FL 1a, 30 Points

Contacts are primarily within the office. Contacts are made in order to obtain, clarify, or give facts or information.

Factor 8 - Physical Demands FL 8-1, 05 Points

No unusual physical demands are required.

Factor 9 - Work Environment FL 9-1, 05 Points

Work is mainly sedentary, in an office or laboratory setting.

TOTAL POINTS - 340

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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