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Student Trainee (Administrative) 04

GS-0399-04

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

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 technical and professional 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: checking reports and other documents for correctness and verifying discrepancies with the appropriate office or individual; assisting higher level employees in evaluating the success of programs in attaining their productive goals; conducting follow-up actions to assure timely receipt of responses; assembling data; and consolidating and preparing reports.

III. FACTOR LEVELS

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

Knowledge of a body of established clerical or technical procedures and requirements related to the assigned management and/or program analysis duty or task to perform a full range of standard assignments, and to resolve recurring problems.

Knowledge of one or a few similar, established, and relatively stable management or program operations.

Skill in compiling readily available data from prescribed sources and recognizing and correcting obvious discrepancies.

Factor 2 - Supervisory Controls FL 2-2, 125 Points

The supervisor provides detailed instructions for new assignments. Employee performs routine aspects of the work without instruction or guidance. Work is spot checked for accuracy and compliance with guidelines. Some technical guidance may be provided by more experienced office staff.

Factor 3 - Guidelines FL 3-2, 125 Points

Guidelines consist of a variety of established office procedures, requirements, references, etc. Judgment is required to recognize differences among similar situations, and to locate, identify, select and apply appropriate guidance. The guides can be applied to virtually all given assignments.

Factor 4 - Complexity FL 4-2, 75 Points

Tasks usually involve related and detailed steps, supporting projects carried out by senior employees. The incumbent must recognize differences in existing procedures and applications and make choices from

established alternatives.

Factor 5 - Scope and Effect FL 5-2, 75 Points

The purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of administrative tasks. Completed assignments facilitate the work of employees within the immediate office.

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 - 790

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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