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Student Trainee (Computer Specialist) 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 in support of computer operations in the office assigned.

II. MAJOR DUTIES AND RESPONSIBILITIES

In a tape library, affixes and removes tape labels per instructions from supervisor or higher-graded computer clerk or assistant.

Files tapes on racks and assembles from racks for processing as instructed.

Delivers and retrieves tapes from computer room.

Conducts inventories of tapes as one of a team doing so.

Unpacks new tapes and packs others for shipment.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-1, 50 pts.

Knowledge of procedures used to file and retrieve tapes and to deliver them to the processing site. Knowledge of label codes to make labels or post entries to inventory or log books.

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

The supervisor explains assignments and new procedures. After instruction, incumbent performs recurring assignments independently, directing questions on unclear situations to the supervisor. Work is reviewed for conformance to instructions.

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

Instructions and written guidance cover most situations encountered by the incumbent; s/he has no authority to deviate or modify established instructions or guides without prior supervisory approval.

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

The work consists of repetitive tasks which are usually performed in a prescribed sequence. Variations in the performance of work are few because of the structured nature of the work.

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

The purpose of the work is to route tapes between the tape library and the processing site and to maintain control of tapes via accurate labelling and filing. The work supports the efforts of others in the processing facility.

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

Contacts are with other employees engaged in automated data processing activities.

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

Contacts are to exchange factual information pertaining to tapes.

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

Work is primarily sedentary.

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

Work is performed in an office setting or computer environment.

TOTAL = 305 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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