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Trade Specialist 07

GS-1140-07

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

The incumbent assists senior trade analysts and specialists and performs basic tasks intended to provide developmental experience.

II. MAJOR DUTIES AND RESPONSIBILITIES

The employee assists senior personnel in coordination of trade programs and events; locates and assembles trade data and information in support of analytical work; and participates in meetings or conferences for developmental purposes.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 pts

Knowledge of the basic principles and factors which influence trade and trade positions of various industries and/or countries.

Ability to research, analyze and interpret empirical trade and economic data and information.

Writing ability sufficient to summarize trade data and information clearly and concisely; verbal communication skills enabling clear and effective exchange of information within and outside the organization.

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

Work is assigned by the supervisor or senior personnel with general instructions, and advice on potential problems or obstacles. Routine work is performed independently, with unanticipated questions referred to the supervisor. Work is reviewed on completion for overall adequacy and compliance with instructions.

Factor 3 - Guidelines FL 3-2, 125 pts

Assignments operate within the limits of clear and applicable regulations and agency/program procedures. The employee locates and determines applicability of specific references, and may make minor process adaptations for specific assignments.

Factor 4 - Complexity FL 4-2, 75 pts

The employee must study and analyze trade data and information from a variety of sources, and select that which best serves specific assignment needs. Trade issues and programs assigned may require selection among alternative established procedures.

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

The position is established to furnish assistance to senior personnel with routine trade promotion and analytical work, and to provide developmental experience for trainees.

Factor 6 - Personal Contacts FL 6-2

Personal contacts are with other specialists throughout the unit, with other units on cooperative efforts, and with U.S. business and industry representatives seeking government trade assistance and information.

Factor 7 - Purpose of Contacts FL 7-b, 75 pts

Contacts are to exchange trade data and information, to solicit business participation in trade programs, to provide basic export assistance, and to coordinate work with other program units.

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

No special demands are present

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

Work is performed in a standard office setting.

Total: 1435 pts

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

IV. UNIQUE POSITION REQUIREMENTS

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