



[Home](#) > [HR Practitioners](#) > [Classification & Position Management](#) > [PD Library](#)

Clerk Typist 04

GS-322-04

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

The incumbent performs clerical and typing duties.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of typing assignments which include the use of specialized terminology pertaining to a specific functional area, including narrative and statistical/tabular material which involve the use of scientific, specialized terms and/or complicated formats.

Files, maintains, and searches file systems which include not only correspondence but also directives, manuals, publications, and similar material.

Assists staff members on individual projects. Conducts follow-up actions to assure the receipt of timely responses to established requirements in accordance with suspense dates. Assembles data, consolidates and prepares reports.

Receives, screens, and refers callers or visitors to appropriate individuals within the organizational component(s).

Opens and reviews incoming mail and prepares incoming/outgoing mail.

Additional duties at this level may include: maintaining time and attendance records; typing and/or preparing travel requests, advances, and vouchers; requisitioning office supplies, equipment, and publications, and, similar office support duties.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position Level 1-3, 350 pts.

Knowledge of specialized terminology, mission of the organization, and the roles of staff members to type in final form letters, reports, statistical data, memoranda, etc., and to receive and screen phone calls and visitors.

Skill in the use of electronic or manual typewriters sufficient to type memos and correspondence. A qualified typist is required.

Factor 2 - Supervisory Controls Level 2-2, 125 points

The supervisor provides detailed instructions for new assignments. The employee performs routine aspects of the work without instructions or guidance. Completed work is reviewed for accuracy and compliance with instructions.

Factor 3 - Guidelines Level 3-2, 125 points

Work is performed in accordance with a variety of established office procedures, requirements, references, etc. The incumbent decides which guidelines are appropriate for desired results. Guidance is provided for unusual situations.

Factor 4 - Complexity Level 4-2, 75 points

Work at this level consists of typing a variety of standard documents requiring differing procedures and functions. Incumbent must use judgement and make choices from established alternatives such as determining format to use for different documents. Actions taken depend on the source of information, type of transaction, or situation.

Factor 5 - Scope and Effect Level 5-2, 75 points

The purpose of the work is to perform specific, recurring tasks required to accomplish a variety of clerical activities in support of individuals within the organizational unit. The services and work performed facilitate the work of the originators of the material.

Factor 6 - 6 & 7 Personal Contacts and Purpose of Contacts Level 2-A, 45 points

Personal contacts are with employees at various levels throughout the agency. Contacts are for receiving assignments and instructions, discussing additions or revisions, receiving or giving information, clarifying terminology, etc.

Factor 8 Physical Demands Level 8-1, 5 points

The work is basically sedentary with some walking, standing, or bending.

Factor 9 Work Environment Level 9-1, 5 points

The work is normally performed in an office with adequate lighting, space, and physical comfort.

Total Points 755 = GS-4

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

[Website Feedback](#) [About OHRM](#) [Contact Us](#) [DOCHROC](#) [FOIA](#) [Site Map](#)
[Privacy Policy](#) [Commerce Homepage](#) [Careers at Commerce](#)
[Commerce Employees](#) [HR Practitioners](#)