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Statistical Clerk 04

GS-1531-04

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 position performs statistical clerk assignments in support of programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

Codes a variety of technical documents according to established classification characteristics.

Edits reports for completeness and internal consistency and assures that information is within the scope of the assigned project.

Compiles statistical tables from readily-identifiable sources, preparing in prescribed format and checking correctness according to prescribed procedures.

Recognizes out-of-tolerance items, inconsistencies between items, data reporting errors, and data entry errors. Determines the appropriate resolution and takes action necessary to obtain statistical accuracy.

Contacts respondents to collect data, and performs analysis of statistical data in relation to previously reported data, resolving questionable data responses.

Receives inquiries from respondents, assisting when possible and referring those that are non-routine to higher grade technician or appropriate analyst.

Summarizes recurring data problems and develops recommendations for handling such as revising specifications or procedures.

Searches a variety of readily available data sources to gather statistical data.

III. FACTOR LEVELS

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

A knowledge of statistical clerical procedures, methods, and techniques and the ability to assimilate a wide variety of statistical clerical assignments.

A knowledge of instructions, procedures, forms, resources, reference material, and terminology for a variety of related subject matter programs.

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

The supervisor provides direction, determining initial assignments and giving general instructions. Specific instructions are provided for new, difficult, or unusual assignments. The incumbent independently performs recurring duties, recognizing major deviations and referring them to the supervisor for resolution. Completed work is reviewed for consistency, accuracy, proper application of techniques, and conformity to instructions.

Factor 3 - Guidelines FL 3-2, 125 pts.

Procedural instructions and specific guidelines are available. The incumbent uses judgment in locating and selecting the most appropriate references and procedures for application, and carries through a sequence of operations without continuous supervision. The incumbent recognizes and refers the more difficult problems to the supervisor.

Factor 4 - Complexity FL 4-2, 75 pts.

The work consists of a variety of statistical clerical duties that involve related steps, processes, or methods. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among a few easily recognizable situations.

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

The purpose of the work is to collect, select, organize, and present information needed to provide complete products on a timely basis. The work affects the accuracy of statistics and the efficiency of further processes.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Contacts are with employees in the same organization and with members of the general public. People contacted generally are engaged in different functions, missions, and kinds of work.

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

Contacts are to obtain and relay information and data and to assist in resolving problems.

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

The work is primarily sedentary, but may require some walking, stooping, bending and lifting of light items.

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

The work is performed in a typical office setting.

TOTAL = 805 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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