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Student Trainee (Administrative) 03

GS-0399-03

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 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: assisting with the processing of routine operational actions, forms, or records and gathering information for reports; maintaining files; reproducing materials; requisitioning office supplies, equipment and publications and other office maintenance duties; distributing messages and mail; receiving telephone calls and visitors; referring inquiries to the appropriate staff member; assisting with the processing of routine operational actions, forms, or records and gathering information for reports; and locating and gathering specifically identified material from various sources for the use of the staff.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-2, 200 Points

Knowledge of a limited range of functions and procedures needed to perform basic administrative duties.

Knowledge of standard processing procedures and basic terminology to perform several related steps or tasks in varying sequence.

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 5-1, 25 Points

The work involves the performance of a limited number of tasks and is performed to facilitate the efforts of employees in the organization. Completed assignments have limited impact on office mission.

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 - 590

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

IV. UNIQUE POSITION REQUIREMENTS

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