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Trade Specialist 05

GS-1140-05

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

The incumbent is an entry-level trade specialist.

II. MAJOR DUTIES AND RESPONSIBILITIES

Provides assistance with routine aspects of trade promotion and/or analysis projects and performs a variety of entry-level tasks intended to provide training and experience.

III. FACTOR LEVELS

Factor 1 - Knowledge required by the position FL 1-5, 750 pts

Knowledge of the business principles and factors underlying trade and commerce.

Ability to gather, and perform basic research into, empirical trade data and information.

Communication skills sufficient to assemble, organize and report basic trade data and information.

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 adequacy and compliance with instructions.

Factor 3 - Guidelines FL 3-2, 125 pts

Specific guidelines are available for most aspects of assignments; the employee may be required to select among available guides or to make very minor deviations from precedents.

Factor 4 - Complexity FL 4-1, 25 pts

Work assignments are straightforward and clear, consisting of closely related steps in support of trade development or analysis projects. Decisions and actions are readily identified.

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

The position is established to furnish assistance to senior personnel; to facilitate routine trade promotion and analytical work; and to provide developmental experience for trainees. Work products contribute to reports or services for which senior personnel are responsible.

Factor 6 - Personal Contacts FL 6-1

Contacts are primarily within the unit, and with employees of other related agencies, with the latter well structured and defined.

Factor 7 - Purpose of Contacts FL 7-a, 30 pts

Contacts are to exchange factual information, or to make other bureau or client organizations aware of government programs.

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: 1090 pts

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

IV. UNIQUE POSITION REQUIREMENTS

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