

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No

R3-28

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No							
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Substantive Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks)				11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code							
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	

a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review	Office Automation Clerk	GS	326	2 -	JTW	4/27/92			
e. Recommended by Supervisor or Initiating Office	Office Automation Clerk	GS	326	2					

16. Organizational Title of Position (if different from official title) _____ 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position _____
Signature of Employee (optional) _____

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor:		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature _____	Date _____	Signature _____	Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.
Typed Name and Title of Official Taking Action
J.T. WESTBERG
Personnel Management Specialist

22. Position Classification Standards Used in Classifying/Grading Position
STANDARD POSITION DESCRIPTION R3-28
Office Automation Grade Evaluation, GS-326
Guide, TS 100, 11/90

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Full Performance Level: _____
Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25. Description of Major Duties and Responsibilities (See Attached)

Introduction

Serves as an Office Automation Clerk at a U.S. Fish and Wildlife Service office where the incumbent performs a variety of clerical and typing duties. Typical though not all inclusive duties include:

Major Duties:

- Prepares correspondence, memoranda, reports, etc., using word processing software and printing in the preparation of correspondence, memoranda, reports, etc. Prepares material correctly from provided drafts.
- Types tabular material when proper spacing, heading, and arrangement is provided.
- Takes and records telephone messages for supervisor.
- Files and withdraws materials from files.
- Records information to office records.
- Serves as office receptionist.
- Receives and distributes incoming and dispatches outgoing mail.

Factors:

1. Knowledge Required by the Position:

- Skill in operating an electronic typewriter, word processor, or microcomputer using a standard typewriter style keyboard with additional function keys, to produce work accurately and efficiently. Also requires skill in operating related equipment, such as printers and modems, as required. Qualified typist required.
- Knowledge of grammar, spelling, capitalization and punctuation to type a variety of material accurately in final form.
- Knowledge of forms, formats, clerical procedures, and office routines used to perform duties.
- Knowledge of the office filing system to file material and locate material in the file.
- Knowledge of the operation of the office telephone system to receive calls and serve as office receptionist.

2. Supervisory Controls:

Detailed instructions are provided on matters such as procedures, format, and arrangement. The employee performs work as directed and refers all unusual matters to supervisor. Work is usually reviewed in

draft for accuracy and conformance to instructions. Final copy is reviewed for adherence to draft and checked for proper clearances, signatures, etc.

3. Guidelines:

Specific, detailed guidelines are available and directly applicable to each task. These include dictionaries, style manuals, office policies, etc. There is little requirement for choice between guidelines. The employee refers all deviations from guidelines to the supervisor.

4. Complexity:

Incumbent performs a small variety of repetitive clerical tasks and types correspondence, reports, memoranda, etc., verbatim from draft provided. There is little choice in deciding what needs to be done. Actions required are generally straightforward and easily mastered.

5. Scope and Effect:

The purpose of the work is to perform specific, routine clerical and typing work that contributes to the effectiveness, efficiency and orderliness of the office.

6. Personal Contacts:

Personal contacts are with other employees in the office and telephone callers.

7. Purpose of Contacts:

Contacts are for such purposes as receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems, correcting typed material, delivering completed work, etc.

8. Physical Demands:

The work is sedentary. There is some standing, walking, bending and carrying light items such as papers or books.

9. Work Environment:

The work is performed in an office setting. The work area has adequate light, heat and ventilation.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and wear uniform components within Class _____ and _____.