

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. R3-3			
2. Reason for Submission		3. Service	4. Employing Office Location Twin Cities, MN	5. Duty Station	6. CSC Certification No.				
<input type="checkbox"/> Recommendation <input type="checkbox"/> Reemployment <input checked="" type="checkbox"/> Other <small>Exemption (Show any sections replaced)</small>		<input checked="" type="checkbox"/> New <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Fwd	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No				
			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Non-Competitive)	11. Position #	12. Seniority - 1 - Non- Managerial <input checked="" type="checkbox"/> 2 - Managerial <input type="checkbox"/> 3 - Special <input type="checkbox"/> 4 - Senior <input type="checkbox"/>	13. Competitive Level C			
						14. Agency Use			
15. Classified/Groomed by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date	
a. Civil Service Commission									
b. Department, Agency, or Establishment									
c. Bureau									
d. Field Office		Laboret		WG	3502	1	<i>FAB</i>	<i>11/29/68</i>	
e. Recommended by Supervisor or Initiating Officer		Laboret		WG	3502	1			
16. Organization's Title of Position (if different from official title)				17. Name of Employee (if necessary, specify)					
18. Department, Agency, or Establishment				c. Third Subdivision					
Department of Interior									
a. First Subdivision				d. Fourth Subdivision					
U.S. Fish and Wildlife Service									
b. Second Subdivision				e. Fifth Subdivision					
DOI - 2									
19. Employer Review: This is an accurate description of the major duties and responsibilities of my position				Signature of Employee (optional)					
20. Supervisor's 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. That this certification is made with the knowledge of my supervisor.				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 Initiating Officer				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
<hr/> Signature		<hr/> Date		<hr/> Signature					
<hr/> Signature		<hr/> Date		<hr/> Signature					
21. Classification and Grading Certification: I certify that this position has been classified and graded as required by Title 5 U.S. Code in conformance with standarads published by the Civil Service Commission or if no published standards apply directly, consistently with the most appropriate published standards.				22. Standards Used in Classifying/Grading Position Standard Position Description R3-3 Job Grading Standard for WG-3502, TS-2, dated 9/68					
<hr/> Typed Name and Title of Official Taking Action				<hr/> 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 Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.					
<hr/> Signature		<hr/> Date		<hr/>					
<hr/> Signature		<hr/> Date		<hr/>					
<hr/> Signature		<hr/> Date		<hr/>					
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Examiner									
c. Classifier									
24. Remarks									

Full Performance Level: _____

Personnel Folder Copy _____
 Supervisor's Copy _____
 Employee's Copy _____
 Classification Copy _____

A. Duties:

Performs simple manual tasks normally requiring the use of simple hand tools, such as: opens and unpacks cardboard cartons by hand, and removes contents; carries light to medium weight packages, materials, tools, etc., and places where directed; uses a hand truck to move bulky but relatively light loads (e.g., dry laundry); picks up trash and paper from grounds, work areas, and public use areas; rakes leaves and other debris; trims around shrubs, building, etc.; waters lawns and shrubbery; gathers and burns brush; lays sod; and performs other similar tasks.

B. Skill and Knowledge:

Duties performed do not require previous training or experience. Incumbent must be able to follow simple oral instructions; read simple signs and instructions; and to use tools and equipment such as rake, hoe, hand truck, etc.

C. Responsibility:

Work consists of a variety of simple repetitive actions. Incumbent receives specific instructions, and is not called upon to make decisions (except for simple choices). For many tasks, work is frequently checked by the supervisor. For other types of tasks such as picking up trash, weeding, etc., no continuing supervision is needed or practical.

D. Physical Effort:

Work requires frequent light to moderate physical effort (e.g., lifting or carrying objects about 10 to 30 lbs.), and occasionally lifting and carrying moderately heavy objects (e.g., up to about 45 lbs.). Continual exertion is involved in walking, bending, stooping, reaching, etc.

E. Working Conditions:

Work may be outdoors and subject to any prevailing weather conditions. Indoors, worker may be subject to noise, dirt, drafts, and standing for long periods of time. Subject to minor injuries (bruises, cuts, and scrapes). Must observe safety regulations where applicable.

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 properly wear uniform components within Class ____ and ____.