

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.		
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			5. Duty Station			6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i>					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 type="checkbox"/> Employment and Financial Interests			9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
					10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)			11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Non-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		
15. Classified/Graded by		Official Title of Position					Pay Plan		Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management		Office Support Clerk (OA)					GS		0303	03		
b. Department, Agency or Establishment												
c. Second Level Review												
d. First Level Review												
e. Recommended by Supervisor or Initiating Office												
16. Organization Title of Position <i>(If different from the official title)</i>							17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of the Interior							c. Third Subdivision					
a. First Subdivision National Park Service							d. Fourth Subdivision					
b. Second Subdivision							e. Fifth Subdivision					
19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.							Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. <i>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.</i>												
a. Type Name and Title of Immediate Supervisor							b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature				Date			Signature				Date	
21. Classification/Job Grading Certification. <i>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.</i>							22. Position Classification Standards Used in Classifying/Grading Position Miscellaneous Clerk and Assistant Series, GS-303, 01/79; Office Automation Clerical & Assistant Series GS-0326, 11/90; Grade Level Guide for Clerical and Assistance Work, 06/89					
Typed Name and Title of Official Taking Action Debra Burton Orton, Human Resources Officer							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.					
Signature <i>D. Burton Orton</i>				Date 7/18/06								
23. Position Review		Initials	Date		Initials	Date		Initials	Date	Initials	Date	
a. Employee <i>(optional)</i>												
b. Supervisor												
c. Classifier												
24. Remarks: FPL GS-03 - Agency Use Code is to be entered in the Position Allocation block in FPPS.												
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>												

**STANDARD POSITION DESCRIPTION
NATIONAL PARK SERVICE
OFFICE SUPPORT CLERK (OA)
GS-0303-03**

INTRODUCTION: This position is located in a National Park Unit. The primary purpose of this position is to perform clerical work in office, business, or fiscal operations.

MAJOR DUTIES:

Receives and directs telephone calls or visitors.

Processes incoming and outgoing mail.

Maintains a filing system containing both hard copy and electronic documents.

Locates, gathers and provides to requestor, files that need to be retrieved from various filing locations.

Uses typewriters and personal computers (this includes printers and copiers) to develop correspondence, memos, forms, and other standardized documents.

Operates suspense system to monitor and control timely completion of suspense documents.

Assists with keeping records for time and attendance, posting of fiscal expenditures, receipt and ordering of supplies and equipment, etc.

Performs a variety of other duties as assigned.

FACTORS:

1. Knowledge Required by the Position

Working knowledge of the staff functions of the office to which assigned in order to maintain files, receive telephone calls and visitors, and process incoming and outgoing mail.

Knowledge of common clerical practices and procedures (grammar, spelling, capitalization, punctuation, and required formats) applicable to preparation of correspondence, memorandums, and forms.

Knowledge of clerical practices as they apply to collecting data and maintaining time and attendance records, maintaining inventories of supplies, and assisting with posting of fiscal and budget matters.

Knowledge of office automation equipment to use standard software program for various office needs.

Skill in the use of typewriters and personal computers with a requirement of being able to type a minimum of forty (40) words-per-minute.

Ability to follow written and oral instructions for assigned tasks or assignments.

2. Supervisory Controls

Receives oral or written instructions concerning work assignments, priorities, deadlines, and office procedures. Works according to established procedures, independently performs routine assignments, and refers problems or new situations not covered by guides to the supervisor or higher graded

employee for further instructions. Work is checked for compliance with established procedures and applicable regulations.

3. Guidelines

A large number of procedural guides, such as manuals and written and oral instructions, apply directly to the work and are always available. Employee applies judgment in locating, selecting, and applying the most appropriate guidelines or methods from among those established. Employee is able to make minor deviations from existing guidelines in order to more effectively accomplish the assigned task. Situations for which no established guidelines exist are referred to the supervisor for resolution. Many guides are often memorized, but because of their number, the employee often refers to written guides for help.

4. Complexity

The work involves using automation equipment and specific software packages to type and/or produce office correspondence, reports, etc. Employee must recognize the difference in existing procedures and applications and make choices from among established alternatives. Decisions are based on knowledge of procedural requirements of the work coupled with an awareness of the specific functions and assignments of the staff.

5. Scope and Effect

The purpose of the work is to perform office automation and substantive clerical services where the employee performs the usual tasks required to produce the items in final form (e.g., selecting the proper typing format, spacing and arranging the material, preparing reports, etc.).

The services performed facilitate the work of the originators of the documents or the users of the data maintained. The work has limited impact outside the immediate organization.

6. Personal Contacts

Personal contacts are with employees within the immediate organization, office, project, or work unit, and in related or support units. Personal contacts may also involve members of the general public in highly structured situations; e.g., the purpose of the contact and the question of with who to deal are relatively clear.

7. Purpose of Contacts

Purpose of contacts is to obtain, clarify, or give facts or information directly related to the work. In some instances, the contacts are to resolve problems in connection with the immediate assignment.

8. Physical Demands

The work is sedentary. Typically the employee may sit comfortably to do the work. There may be some walking, standing, bending and carrying light items such as papers and books.

9. Work Environment

The work is performed in an office setting. The work area typically is adequate lighted, heated, and ventilated.

EVALUATION STATEMENT

The primary purpose of this position is to perform a variety of clerical support functions of the office to which he/she is assigned. The incumbent is responsible for operating a personal computer or computer terminal, typewriters, and other office machines. The employee is required to perform at a minimum of forty (40) words per minute. They must type a variety of narrative material from clean copy or rough draft. The position will also perform a variety of duties related to assisting with time and attendance, fiscal operations, and files management.

The Miscellaneous Clerk and Assistant Series includes positions the duties of which are to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The work requires knowledge of the procedures and technique involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines. Typically positions in this series are too few of a kind to have been recognized as separate lines of work.

The duties performed by this position, as a general office clerk are performed at least eighty (80) percent of time. No titles are specified for positions in this series. To avoid confusion with the Administrative Officer Series, however, it would be desirable not to use the word "administrative" in the titling. When a position is performing a variety of typewriter and personal computer duties, it should be so designated with the parenthetical title of "Office Automation" or may be shortened to (OA) as a suffix to the title.

FINAL CLASSIFICATION:

This position is properly classified as Office Support Clerk (OA), GS-0303-03.

FLSA Determination: This position is non-exempt from FLSA Standards in accordance with 5 CFR 551.203.

