

04/10/02 14:53 HSG ADMIN SUPPORT MANAGEMENT + 913 551 5544

NO. 156 P002/006

<b>REASON FOR THIS POSITION</b>		<b>POSITION DESCRIPTION COVER SHEET</b>
<input checked="" type="checkbox"/> 1. NEW	<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> 3. REPLACES PD NUMBER	

<b>RECOMMENDED</b>		
4. TITLE Clerk (If title is optional)	3. PAY PLAN GS	5. SERIES 303
7. GRADE 02		

**OFFICIAL**

18. TITLE  
 Clerk

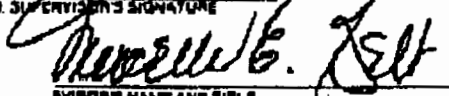
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. VA	17. CLASSIFIER
GS	303		02	06	12	91	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rhonda Jackson

19. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	HUD	8th
2nd	AS for Hsg.	6th
3rd		7th
4th		8th

**SUPERVISOR'S CERTIFICATION**

I certify that this is an accurate statement of the major duties and responsibilities of the 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 relative to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

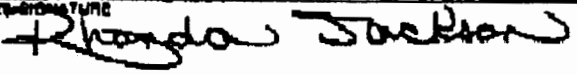
20. SUPERVISOR'S SIGNATURE 	21. DATE 5/1/91	22. SECOND LEVEL SUPERVISOR'S SIGNATURE (Blank)	23. DATE (Blank)
24. SUPERVISOR'S NAME AND TITLE Marcella Belt, Acting Director, Employment and Classification Division		25. SECOND LEVEL SUPERVISOR'S NAME AND TITLE (Blank)	

**FACTOR EVALUATION SYSTEM**

FACTOR	26. FLD/BMK	28. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required			5. Personal Contacts			
2. Supervisory Controls			7. Purpose of Contacts			
3. Guidelines			8. Physical Demands			
4. Complexity			9. Work Environment			
5. Scope and Effect			27. TOTAL POINTS		27	
					28. GRADE	28

**CLASSIFICATION CERTIFICATION**

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE 	30. DATE 6-12-91
31. NAME AND TITLE Rhonda Jackson SONNET STAFFING SPECIALIST	
32. OPM CERTIFICATION NUMBER	

## Clerk GS-303-2

<b>INTRODUCTION</b>	This position is established within the organizational structure listed on the attached cover sheet (AD-332). The incumbent of this position provides general clerical assistance. The following is typical of assigned duties:
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>A. Answers telephone and takes messages or refers calls to others.</li> <li>B. Time-stamps and routes mail within the office.</li> <li>C. Arranges and files items alphabetically, numerically, or according to assigned subject classification.</li> <li>D. Performs routine searches for specifically identified material.</li> <li>E. Tabulates or posts data from source documents to work sheets or other records.</li> <li>F. Performs support duties (keeping time and attendance records, photocopying, collating, messenger service, etc.).</li> <li>G. Performs other duties as assigned.</li> </ul>
<b>Factor 1 KNOWLEDGE REQUIRED</b>	<p>Knowledge of general office procedures.</p> <p>Knowledge of basic filing and mail control procedures.</p> <p>Knowledge of the organization's terminology and workflow.</p>
<b>Factor 2 SUPERVISORY CONTROLS</b>	<p>The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source materials available.</p> <p>The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.</p> <p>The supervisor ensures that finished work and methods used are technically accurate and comply with instructions and procedures. Review of work increases with more difficult assignments if the incumbent has not previously performed similar work.</p>
<b>Factor 3 GUIDELINES</b>	<p>Specific detailed guidelines covering all important aspects of the assignment are provided to the incumbent.</p> <p>The incumbent works in strict adherence to the guidelines; deviations must be authorized by supervisor.</p>

Clerk  
GS-303-2

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**Factor 4  
COMPLEXITY**

The work consists of duties that are clear-cut and directly related. There is little or no choice to be made in deciding what needs to be done. Work is quickly mastered.

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**Factor 5  
SCOPE AND  
EFFECT**

The work involves the performance of specific, routine operations that include a few separate tasks or procedures.

The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

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**Factor 6  
PERSONAL  
CONTACTS**

Contacts are with employees within the immediate organization and in related or support units.

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**Factor 7  
PURPOSE OF  
CONTACTS**

Contacts are for the purpose of obtaining, clarifying, or giving factual information.

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**Factor 8  
PHYSICAL  
DEMANDS**

The work is sedentary; however, there may be some walking, stooping, bending, or carrying of light items.

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**Factor 9  
WORK  
ENVIRONMENT**

Work is performed in an office setting.

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