

**POSITION DESCRIPTION  
COVER SHEET**

**REASON FOR THIS POSITION**

1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>
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**RECOMMENDED**

4. TITLE CLERK OA	5. PAY PLAN (2) GS	6. SERIES (4) 0303	7. GRADE (2) 02
8. WORKING TITLE (Optional) WORKER TRAINEE	9. INCUMBENT (Optional)		

**OFFICIAL**

10. TITLE  
**Clerk (OA)**

11. PP (2) GS	12. SERIES (4) 0303	13. FUNC. (2)	14. GRADE(2) 2	15. DATE (mm/dd/yyyy) 3/8/02	16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) William A. Boykins
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**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st U.S. Department of Housing and Urban Development	5th
2nd Office of Field Policy and Management	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 relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME		24. SECOND LEVEL SUPERVISOR'S NAME Pamela H. Patenaude	
21a. SUPERVISOR'S TITLE		24a. SECOND LEVEL SUPERVISOR'S TITLE Assistant Deputy Secretary for Field Policy and Management	

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-2	200	6. Personal Contacts	6-1	10	
2. Supervisory Controls	2-1	25	7. Purpose of Contacts	7-2	20	
3. Guidelines	3-1	25	8. Physical Demands	8-1	5	
4. Complexity	4-1	25	9. Work Environment	9-1	5	
5. Scope and Effect	5-1	25	TOTAL POINTS		340	
					GRADE	GS-2

**CLASSIFICATION CERTIFICATION**

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

29. SIGNATURE <i>Donna H. Richardson</i>	30. DATE (mm/dd/yyyy) 3/20/02
31. NAME DONNA H. RICHARDSON	31a. TITLE PERSONNEL MGT SPEC

32. REMARK: Ref: Miscellaneous Clerk and Assistant Series, 01/79; TS-34; 11/79, TS-37; Primary Standard, 07/99, HP: 2-7; Office Automation Grade Evaluation Guide, 11/90, TS-100

33. OPM CERTIFICATION NUMBER

Position is at full perf. level. BARGAINING UNIT. STANDARD PD. FORM AD-332 (Revised 4/86)  
that may be used for employing worker-trainee

# MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

### A. KEY DATA

1. FUNCTION (1) A/C/D/R	2. DEPT. CD/JAGCY-BUR-CD. (4)	3. SON (4)	4. MR. No. (6)	5. GRADE (2) <b>02</b>	6. IP NUMBER (8)
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### B. MASTER RECORD

1. PAY PLAN (2) <b>GS</b>	2. OCC. SER. (4) <b>303</b>	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38) <b>Clerk (OA)</b>					
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD <b>2</b>	7. SUP. CD. (1) 1 = Sup. SGE 3 = Mgr. SGE 4 = Sup. CSRA <b>8</b>	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD (1) N = No Y = Interdis. <b>M</b>	10. DATE CLASS (mm/dd/yyyy)				
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA	12. INACT/ACT (1) 1 = Inactive A = Active	13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	15. AGCY. USE (10)					
16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

### C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt <b>M</b>	2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220 3 = SF278 4 = AD392 5 = SF849	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	O = Excepted but not A, B, C	4. POS. SENS (3) IN 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LVL. (4)			
6. WK. TITLE CD. (4)	7. WK. TITLE (38)	8. ORG. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")						
1st	2nd	3rd	4th	5th	6th	7th	8th	9. VAC. REV. CD. (1) 0 = Position Action A = No Change B = Lower Grade C = Higher Grade D = Different title and/or Series E = New Position/New FTE
10. TARGET GC. (2) <b>02</b>	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) Blank = NA Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)	14. BUS. CD. (4) <b>0015</b>	15. DATE LAST AUDIT. (mm/dd/yyyy)	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (mm/dd/yyyy)	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SSEG 4 = Sup/Program 5 = RGE 6 = Policy Analysis 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use	19. DATE REQ. REC. (mm/dd/yyyy)	20. NTE. DATE (mm/dd/yyyy)	21. POS. ST. BUD (1) Y = Perm N = Other	22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)				
3	1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.	5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.	9	1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change	5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.	9 = Other		
23. DATE EMP. ASGN. (mm/dd/yyyy)	24. DATE ABOL. (mm/dd/yyyy)	25. INACT/ACT (1) 1 = Inact. 2 = Act.	26. DATE INACT/ACT (mm/dd/yyyy)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY USE (8)		
30. CLASSIFIER'S SIGNATURE						31. DATE (mm/dd/yyyy)		

### 32. REMARKS

**CLERK  
GS-0303-02**

The incumbent of this position is a participant in the Worker-Trainee program, and as such, performs basic clerical functions in support of the clerical and assistance staff in the Branch or Division to which assigned. The duties of this position are designed to provide an opportunity for the incumbent to learn and improve basic office skills under close direction of the supervisor and/or mentor. The incumbent is expected to demonstrate willingness and ability to develop skills while assisting the functions of the office.

**DUTIES**

Performs routine, or repetitive tasks which require general knowledge of terminology and functions of office work, such as: Answering the telephone for office staff and transferring calls or taking accurate messages; Upon receipt of instructions, recording receipt of incoming correspondence or applications and filing them in clear and discernable files; Performing duplication function for the office; Utilizing word processing system to print or type documents; Using other computer systems to input data with instructions for higher level clerks or specialists; Following specific instructions to address and mail materials; Filing and retrieving documents; Following written and oral guidelines to prepare documents and assemble packages; Receiving visitors in the office; and Performing other duties as assigned.

**FACTOR 1. Knowledge Required by the Position**

Knowledge of the basic rules and regulations of the clerical process.

General knowledge of the organization and its functions.

Skill in operating basic standard office equipment, such as facsimile machines, word processing software, photocopiers, etc.

**FACTOR 2. Supervisory Control**

The supervisor makes assignments and provides close supervision and instruction. Work is reviewed for completeness, accuracy and adherence to instructions and procedures.

**FACTOR 3. Guidelines**

Both written and oral guidelines are provided as they relate to routine procedures. Problems are referred to the supervisor who provides detailed instructions. No discretion is required to apply the guidelines.

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**FACTOR 4. Complexity**

The duties performed are routine. Incumbent asks for assistance when actions to be taken are not readily discernible.

**FACTOR 5. Scope and Effect**

The purpose of the work is to support the substantive clerical functions of the office. Performance of assigned work contributes to the efficiency of the daily operation of the office.

**FACTOR 6. Personal Contacts**

Contacts are primarily with personnel within the assigned component.

**FACTOR 7. Purpose of Contacts**

Contacts are for the purpose of exchanging information and receiving instructions.

**FACTOR 8. Physical Demands**

The work is sedentary in nature, and there are no unusual physical demands.

**FACTOR 9. Work Environment**

The work is performed in a typical office setting.