

I. INTRODUCTION

This position is located in a Division of the Agricultural Marketing Service, which has responsibility for inspection and grading services, standardization, market news, regulatory programs, marketing agreements and orders, management services, and related programs assigned to the Agency.

The employee performs general clerical and typing assignments for an assigned organizational unit.

II. MAJOR DUTIES

Types letters, memoranda, forms, etc. in draft from handwritten notes.

Assists office personnel in answering the telephone and distributing correspondence.

Photocopies material for the office staff.

Assists in opening and distributing the office mail and performs simple filing assignments.

Runs errands to obtain material for staff members.

III. FACTORS

Factor 1. Knowledge Required by the Position Level 1-1, 50 points

Elementary skill in operating a manual or electric typewriter and a photocopier.

General knowledge of grammar, spelling, capitalization, and punctuation in order to type, file, and perform a variety of basic office clerical functions.

General knowledge of the programs and organization of the assigned organizational unit in order to correctly route correspondence and mail and direct callers and visitors to the appropriate person.

Factor 2. Supervisory Controls Level 2-1, 25 points

The supervisor issues very detailed instructions with each specific assignment. Completed work is checked thoroughly for content as well as conformance with instructions and procedures.

Factor 3. Guidelines Level 3-1, 25 points

Specific written guidelines are available for reference purposes, including dictionaries, correspondence manuals, written office guidelines, and Agency, Department, Division, and Branch instructions. The employee is directed to the appropriate references to cover specific situations. All deviations from guidelines must be authorized by the supervisor.

Factor 4. Complexity Level 4-1, 25 points

Assignments are clear-cut and straightforward. No decisions are made regarding what needs to be done. Specific instructions are provided regarding the priority of assignments.

Factor 5. Scope and Effect Level 5-1, 25 points

The purpose of the position is to perform typing and clerical duties which contribute to the efficiency of the daily operations in the office.

Factor 6. Personal Contacts Level 6-2, 25 points

Contacts are with employees in the organizational unit, and office visitors and callers, and employees in other government agencies.

Factor 7. Purpose of Contacts Level 7-1, 20 points

Contacts are for the purpose of receiving assignments, taking and relaying messages, and directing callers and visitors.

Factor 8. Physical Demands Level 8-1, 5 points

The work is sedentary. There may be some walking, standing, bending, and carrying light items, such as paper and books.

Factor 9. Work Environment Level 9-1, 5 points

The work is performed in an office setting.