



U.S. Fish and Wildlife Service

PD EXPRESS

Position Description

PD No.:	123586
FPPS PD No.:	S000401
FWS Title:	STUDENT TRAINEE (OFFICE SUPPORT)
OPM Title:	STUDENT TRAINEE (OFFICE SUPPORT)
Position Type:	Neither
Equal Employment Opportunity Statement:	
Pay Plan, Series and Grade:	GS-0399 : Administration and Office Support Student Trainee Series-3
Full Performance Level:	3
Is Interdisciplinary PD?	NO
Additional Series:	
Employing Office Location:	
Duty Location:	
Competitive Level Code:	
Service:	Both
Reason for Submission:	Other
Fair Labor Standards Act:	Non-Exempt
Subject to IA Action:	YES
Financial Statements Required?	NO
Position Sensitivity:	Non-Sensitive-Low
Organization Structure:	Department of Interior 1st Subdivision: US Fish and Wildlife Service 2nd Subdivision: 3rd Subdivision: 0:SPD Organization Code 4th Subdivision: 5th Subdivision:
Standards Used to Classify the Job:	OPM Job Family Standard for the given series OPM GS-0099 General Student Trainee Series Definition; Office Automation GEG, 11/90; GS Primary Standard for the Factor Evaluation System
Bargaining Unit Status:	7777

Position Status:	Excepted
Position Status Remarks:	Modifications to SPD# S000084 (Office Automation Clerk, GS-0326-03) per guidance established under 5 CFR 362.203(f).
Drug Testing Required?	NO
Physical Examination Required?	NO
Remarks:	Approved for Service-wide use.
Supervisor Certification Text:	
Supervisor Signature:	
Supervisor Title:	
Supervisor Sign Date:	
Approving Official Signature:	
Approving Official Title:	
Approving Official Sign Date:	
Classifier Certification Text:	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.
Classifier Signature:	CECILIA KING
Classifier Title:	Service Classification/Compensation Manager
Classifier Sign Date:	8/10/2012 11:35:00 AM

Introduction:

This is a student trainee (Intern) standard position description (SPD) intended for use throughout the US Fish and Wildlife Service (FWS or Service). This SPD is being established under the Career Pathways' Intern Program, as established under E.O. 13562, Recruiting and Hiring Students and Recent Graduates. The Intern Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed.

This position is essentially the same as SPD# S000084 (Office Automation Clerk GS-0326-03); however, the position's title and occupational series are being changed for establishment under the Career Pathways, Student Intern Program in accordance with 5 CFR 362.203(f).

The Intern will provide office automation and clerical support duties for the supervisor and the staff of the office assigned.

Duties:

Major:

1. Percentage Of Time: 50%

Performs duties to maintain a smooth flow of work. Files correspondence, reports and other office materials according to established procedures; locates and assembles requested materials. Receives incoming correspondence, reports, and work requests, and routes material to proper staff members. Operates suspense system to monitor and control timely completion of suspense documents. Receives visitors and telephone callers; takes and refers messages, or refers customers to proper staff members. Performs tasks involving duplication and faxing.

2. Percentage Of Time: 50%

Operates a personal computer to type a wide variety of materials such as letters, reports, forms applying proper format, arrangement, and processing procedures. Office automation software includes standard word processing functions. Compiles data and types assigned reports, completes forms or other materials. Work may be prepared in final form or draft as specified or required by the nature/use of material. Responsibilities include selection and application of appropriate procedures, correct abbreviations, spelling, grammar, punctuation, assembly of attachments, and other related clerical processes.

FES Factors:

Factor 1 - Knowledge Required by the Position:

[Factor Level 1 - 2] - 200 points

Knowledge of office automation equipment to use standard software programs for various office needs. This includes knowledge of word processing procedures, function keys for producing typed material, and operation of related equipment such as printers, FAX, and other office machines.

General knowledge of the organization to distribute mail, maintains suspense files, and refers telephone callers and visitors.

Knowledge of grammar, spelling, capitalization, punctuation, and required formatting to prepare correspondence and reports.

Knowledge of office files to locate or file material, and assist with files maintenance.

Factor 2 - Supervisory Controls:

[Factor Level 2 - 2] - 125 points

The Intern works under general supervision, working independently on recurring duties in accordance with established procedures. Receives instructions on new or revised procedures or new assignments. The supervisor is available for advice and assistance on difficult problems encountered. Completed work is checked for compliance with office procedures or instructions, technical accuracy, and appearance.

Factor 3 - Guidelines:

[Factor Level 3 - 1] - 25 points

Guidelines include regulations, dictionaries, style manuals, instructional manuals, and standard operating procedures of the office. Work is carried out in accordance with detailed procedures and instructions for day-to-day, routine assignments. Any situations, which may require a deviation from the normal procedures, are referred to the supervisor.

Factor 4 - Complexity:

[Factor Level 4 - 2] - 75 points

The work involves using various office equipment and specific software packages to prepare various documents (i.e., office correspondence, reports, charts, etc). The Intern must recognize the differences 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.

Factor 5 - Scope and Effect:

[Factor Level 5 - 1] - 25 points

The purpose of the work is to perform specific clerical and administrative support work, which contributes to the effectiveness, efficiency, and orderliness of the office.

Factor 6 - Personal Contacts:

[Factor Level 6 - 1] - 10 points

Personal contacts are with other employees in the office and telephone callers.

Factor 7 - Purpose of Contacts:

[Factor Level 7 - 1] - 20 points

Contacts are for such purposes as receiving work assignments, getting instruction, receiving or giving information, reporting progress or problems, and correcting various documents/materials.

Factor 8 - Physical Demands:

[Factor Level 8 - 1] - 5 points

The work is sedentary. Some standing and carrying of light objects is required.

Factor 9 - Work Environment:

[Factor Level 9 - 1] - 5 points

The work is performed in an office setting.

Total Points:	490
Grade Conversion Range:	455-650
Grade:	GS-3
