



U.S. Fish and Wildlife Service

PD EXPRESS

Position Description

PD No.:	123587
FPPS PD No.:	S000403
FWS Title:	STUDENT TRAINEE (ADMIN SUPPORT)
OPM Title:	STUDENT TRAINEE (ADMIN SUPPORT)
Position Type:	Neither
Equal Employment Opportunity Statement:	
Pay Plan, Series and Grade:	GS-0399 : Administration and Office Support Student Trainee Series-5
Full Performance Level:	5
Is Interdisciplinary PD?	NO
Additional Series:	
Employing Office Location:	
Duty Location:	
Competitive Level Code:	
Service:	Field
Reason for Submission:	Other
Fair Labor Standards Act:	Non-Exempt
Subject to IA Action:	YES
Financial Statements Required?	NO
Position Sensitivity:	Non-Sensitive-Moderate
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 Primary Standard for the Factor Evaluation System OPM GS-0099 General Student Trainee Series Definition; JFS for Clerical/Tech Accounting and Budget work, GS-0500, dtd 12/97; PCS for Assistance work in HR Mgt Grp, GS-0203; PCS for Misc Clerk/Asst. Series, GS-0303, dtd 11/79; and PCS for Procurement Clerk/Tech series, GS-1106 dtd 9/92.
Bargaining Unit Status:	7777
Position Status:	Excepted
Position Status Remarks:	Modifications to SPD# S000089 (Administrative Support Assistant GS-0303-05) 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 2:19:00 PM

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# S000089 (Administrative Support Assistant GS-0303-05); 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 performs a full range of routine administrative and clerical work for the assigned office. Based on a good working knowledge of the office and the programs under the supervisor's control, the Intern resolves problems associated with the administrative and clerical work of the office.

Duties:

Major:

1. Percentage Of Time: 50%

General Office Assistance

Performs administrative and clerical tasks using work processing, spreadsheet, database management, graphics (charts), and communications software. Uses personal computers for tasks requiring word processing, spreadsheets, database management, charts and telecommunications.

Provides guidance and assistance on applicable procedures, instructions and regulations to other personnel within the assigned office.

Establishes and maintains physical and automated files, revises and disposes of files in accordance with governing regulatory procedures. Maintains ready-reference files of frequently consulted regulations, policies, directives and other material. Establishes and maintains lists and registers of persons and organizations frequently contacted.

From rough drafts, notes, or oral instructions, prepares correspondence, forms, reports and other documents, including a wide variety of technical terminology, from rough draft, notes or oral instructions. Ensures proper spelling, grammar, format and arrangement of material.

Arranges and prepares informational packets for conferences and meetings.

2. Percentage Of Time: 30%

Budget and Finance

Participates in the budgetary process by preparing statistics on salary costs, utility charges, etc. for the supervisor of the assigned office, taking into account inflation and other expected increases.

Compiles budget and fiscal data from financial management reports. Tracks all fund targets for the assigned office (generally having two or more natural resource subactivity accounting codes).

Prepares obligations, reviews and processes invoices and vouchers, and enters information into an automated administrative accounting system.

Reviews and reports on obligations and expenditures in accordance with legal and regulatory controls. Reviews reports for errors.

3. Percentage Of Time: 10%

Procurement

Prepares purchase orders for supplies, equipment, and services for the assigned office and coordinates with the appropriate staff with purchasing authority.

4. Percentage Of Time: 10%

Human Resources Support

Initiates personnel actions through the automated personnel tracking and payroll system and prepares and processes miscellaneous personnel forms.

Prepares, maintains, and insures accuracy of time and attendance reports through the electronic time and attendance system. Coordinates with Regional Payroll Coordinator on payroll problems.

Coordinates travel schedules, arrangements, justifications, and necessary authorizations for all staff. Prepares and submits travel vouchers.

FES Factors:

Factor 1 - Knowledge Required by the Position:

[Factor Level 1 - 3] - 350 points

Knowledge of the Service's accounting system sufficient to verify and track figures in determining availability of funds, adjusting balances to reflect obligations and expenditures, reconciling accounts, and compiling budgetary data and projections for up to two resource subactivity accounting codes.

General knowledge and understanding of governmental procurement, property management, and contracting regulations, policies, and procedures.

Knowledge of business practices, supply sources, bid solicitation and purchasing policies and procedures.

Knowledge of data entry procedures for processing obligations, payments, and redistribution in an automated administrative accounting system.

Practical knowledge and skill in using computer hardware, associated equipment, and software (e.g., word processing, electronic communications, spreadsheet, graphics, database) to provide support.

Knowledge of personnel (i.e., human resources) support functions to provide general information, fill out and assist employees with forms, process payroll records, initiate personnel actions, and enter information into automated systems.

Ability to communicate effectively, both orally and in writing and to accomplish tasks supporting financial management, property management, and human resources in the administrative operation of the office.

Factor 2 - Supervisory Controls:

[Factor Level 2 - 2] - 125 points

The Intern works under the general supervision of the supervisor of the assigned office who establishes general priorities and deadlines for preparing special, one-time reports. The Intern independently performs daily work, selecting work methods and procedures. Problems which are covered by established guides and instructions are resolved independently. Only problems and unfamiliar situations not covered by instructions are referred to the supervisor. Supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

Factor 3 - Guidelines:

[Factor Level 3 - 2] - 125 points

Guidelines include the Fish & Wildlife Service Manual, the Federal Budget Management System Handbook, Federal procurement regulations, various policy memoranda, as well as specific operating instructions and procedures for automated systems. The Intern uses judgment to select the appropriate guidelines, references, and procedures for application to specific cases. Significant deviations from established guides are referred to supervisor.

Factor 4 - Complexity:

[Factor Level 4 - 3] - 150 points

Guidelines include the Fish & Wildlife Service Manual, the Federal Financial Systems Handbook, Federal procurement regulations, various policy memoranda, as well as specific operating instructions and procedures for automated systems. The Intern uses judgement to select the appropriate guidelines, references, and procedures for application to specific cases. Significant deviations from established guides are referred to supervisor.

Factor 5 - Scope and Effect:

[Factor Level 5 - 2] - 75 points

The purpose of the work is to provide administrative support for the assigned office. The effectiveness of the organization in fulfilling the mission of the Service is affected by the degree to which these administrative

functions run smoothly.

Factor 6 - Personal Contacts:

[Factor Level 6 - 2] - 25 points

Contacts are with the staff at the field station, Regional Office, officials of other Federal, state, and local agencies, as well as with members of the general public, suppliers and vendors. The Intern practices courtesy in dealings with all contacts, whether through direct dealings or indirectly through correspondence.

Factor 7 - Purpose of Contacts:

[Factor Level 7 - 1] - 20 points

Contacts are for the purpose of providing, clarifying, and exchanging information in purchasing goods and services, making travel arrangements, scheduling and arranging meetings, providing guidance and assistance to staff and providing general information to visitors.

Factor 8 - Physical Demands:

[Factor Level 8 - 1] - 5 points

The work is primarily sedentary, although some slight physical effort (i.e., walking, standing and bending) may be required.

Factor 9 - Work Environment:

[Factor Level 9 - 1] - 5 points

The work is performed in an office setting which is adequately lighted, heated, and ventilated. The Intern is expected to work in a safe and orderly manner so as not to endanger self, coworkers, or property with which entrusted. The Intern is required to obtain and wear an official U.S. fish and Wildlife Service uniform, as prescribed the Service Uniform Policy, Part 041 FW4 of the Fish and Wildlife Service Manual.

Total Points:	880
Grade Conversion Range:	855-1100
Grade:	GS-5
