

Agricultural Marketing Service
Office of the Administrator, Marketing Programs
Administrative Support Unit
Glen Ellyn, Illinois
GS-322-4
Clerk-Typist

AMS 16

I. INTRODUCTION

The Administrative Support Unit (ASU) provides a variety of management service functions for AMS offices collocated at Glen Ellyn, Illinois, and their subordinate field operations. Support is provided to the Dairy Grading National Field Office, Fruit and Vegetable Eastern Regional office, Fresh Fruit and Vegetable Central Regional and Area Offices, Meat Grading Regional and Area Offices, PACA Regional Office of the Fruit and Vegetable Division, and Poultry Market News Field Office.

The incumbent serves as a Clerk-Typist responsible for performing a variety of clerical support activities in the ASU.

II. DUTIES AND RESPONSIBILITIES

Participates in maintaining property transaction, inventory, and related records and reports. Procures office supplies, services, and forms for the office and field personnel. Maintains adequate inventory of supplies and forms.

Requests registers of eligible from OPM, receives applications for employment, and arranges for interviews of prospective employees of the offices serviced. Participates in processing new employees. Prepares personnel reports such as staffing reports, as required.

Makes arrangements for travel by officials of the Glen Ellyn complex. Keeps abreast of travel regulations. Reviews and processes travel vouchers for employees assigned to the Glen Ellyn complex and other field personnel as assigned.

Receives incoming telephone calls and office visitors, determines the identity and nature of the callers and visitors, and refers them to appropriate official or handles matter independently.

Establishes and maintains a variety of subject matter and administrative files for offices in the Glen Ellyn complex.

Reviews and processes Time and Attendance (T&A) records for employees assigned to the Glen Ellyn complex and other field personnel as assigned.

Maintains library of AMS, NFC, Department, OPM, GSA, and related administrative directives and manuals. Reviews directives and other procedural manuals and guidelines pertaining to clerical procedures to assure awareness of new, revised or amended procedures, and T&A records.

Receives and routes incoming mail and processes outgoing mail.

Prepares in final form correspondence, letters, administrative forms, notices and various other office material using a variety of office equipment. Assures proper spelling, grammar, and format of presentation of material.

III. FACTORS

1. Knowledge Required by the Position Level 1-2, 200 pts.

Knowledge of travel, T&A, personnel, procurement and related regulations and procedures in order to provide a variety of administrative support services.

Knowledge of office clerical procedures in order to maintain files, route mail, respond to incoming calls, and maintain supply inventory.

Knowledge of grammar, punctuation, spelling and formats required in typing documents and reports accurately and in final form.

Skill in oral communication.

Skill in operating a personal computer for word processing and other functions, and an electric typewriter. A qualified typist is required.

2. Supervisory Controls Level 2-2, 125 pts.

The incumbent is under the administrative and technical direction of the Lead Clerk-Typist. Routine work is performed independently with little or no review and instructions are provided only for new assignments or unusual problems. The work is reviewed by the Leader to assure compliance with procedures.

3. Guidelines Level 3-2, 125 pts.

Guides include dictionaries, style manuals, Department and agency directives, written office guidelines, and verbal instructions. The incumbent uses judgment in selecting and applying the appropriate guides and consults with the Leader, as required.

4. Complexity Level 4-2, 75 pts.

The incumbent performs a variety of administrative and clerical support duties requiring different processes and methods. Work requires a high degree of accuracy and flexibility; problem areas must be identified and corrected; and procedures must be tailored to meet the needs of the serviced offices.

5. Scope and Effect Level 5-1, 25 pts

The purpose of the work is to provide clerical support to the ASU. The work produced facilitates the work of the collocated regional and area offices and field personnel.

6. Personal Contacts Level 6-2, 25 pts.

Contacts are with workers, employees of the collocated offices, and other agency personnel.

7. Purpose of the Contacts Level 7-1, 20 pts.

Contacts are to receive work assignments, respond to routine inquiries, and obtain or exchange information regarding the work.

8. Physical Demands Level 8-1, 5 pts.

The work is sedentary, but may involve some walking, stooping and bending, and carrying of light items such as books and files.

9. Work Environment Level 9-1, 5 pts.

The work is performed in an office setting.