

## INTRODUCTION

This position is located in one of the Regional Offices of the Packers and Stockyards Administration.

## DUTIES

Types correspondence, forms, tables, and other material from rough draft or handwritten copy, and enters data from sheets, investigative reports, or other sources into a word processing unit.

Receives visitors and telephone calls and refers them to proper person or furnishes basic non technical information. Distributes mail to individuals in accordance with established procedures and knowledge of the organization and personnel within; maintains a variety of subject matter, chronological, and numerical files, including investigative report files.

## FACTORS

### Knowledge Required by the Position

Skill of a qualified typist is required to operate a variety of word processing equipment. Knowledge of grammar, spelling, capitalization, punctuation, and recurring technical terminology to type material into final form from rough draft and written material. Knowledge of office organization to route phone calls and mail. Basic knowledge of the filing system to file documents in the proper file and appropriate order.

### Supervisory Controls

Duties are performed in accordance with detailed instructions or based on word processing unit manuals on matters such as formats, spacing and arrangement, and operating procedures. The employee works as instructed and seeks advice on all matters not specifically covered in the original instructions and guidelines. Work is reviewed in draft for accuracy and conformance to instructions made in the draft.

### Guidelines

Guidelines include a dictionary, written office instructions and samples, word processing manuals, and verbal guidance from the supervisor and higher level clerical personnel. the employee is provided with specific guides applicable to the given assignment. Deviations from the guidelines must be authorized by the supervisor.

### Complexity

Material is typed into final form from rough draft and written material. Employee is responsible for grammar, spelling, capitalization and punctuation, and correct entry of data, but is given instructions as to format, enclosures, and distribution. Incumbent performs filing, telephone, and mail duties in accordance with well established procedures, and is given specific instructions on the priority of assignments.

### Scope and Effect

The purpose of the work is to provide typing, clerical support, data entry, and file maintenance to the office. The work contributes to the efficiency and effectiveness of the office programs.

### Personal Contacts

Personal contacts are within the immediate work unit and related support units.

### Purpose of Contacts

Contacts are for receiving work assignments, getting instructions, receiving information, reporting progress or problems, correcting typed material, delivering completed work, and reporting equipment malfunctions.

### Physical Demands

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

### Work Environment

The work is performed in an office setting.