

REASON FOR THIS POSITION		
<input checked="" type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION  
COVER SHEET**

A7282001

<b>RECOMMENDED</b>				
ADMINISTRATIVE SERVICES CLERK (OFFICE AUTOMATION)		3. PAY PLAN GS	8. SERIES 0303	7. GRADE 05
8. WORKING TITLE (Optional)			9. INCUMBENT (Optional) MICHAEL SANTOSUOSSO	

OFFICIAL								
10. TITLE ADMINISTRATIVE SERVICES CLERK (OFFICE AUTOMATION)								
11. PP GS	12. SERIES 0303	13. FUNC	14. GRADE 05	15. DATE MONTH DAY YEAR 02 02 95			16. I/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	17. CLASSIFIER TM

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st HOUSING AND URBAN DEVELOPMENT	5th ADMINISTRATIVE SERVICES DIVISION
2nd NEW ENGLAND AREA	6th
3rd BOSTON OFFICE	7th
4th OFFICE OF ADMINISTRATION	8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE <i>Kathy Spinelli</i>	20. DATE FEB 2 1995	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE Kathy Spinelli, Spvy Supply Management Representative		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM						
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required			6. Personal Contacts			
2. Supervisory Controls			7. Purpose of Contacts			
3. Guidelines			8. Physical Demands			
4. Complexity			9. Work Environment			
5. Scope and Effect			27. TOTAL POINTS ►		27.	
					28. GRADE ►	28.

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE <i>Tess Miragias</i>	30. DATE 2/2/95
31. NAME AND TITLE TESS MIRAGIAS, PERSONNEL STAFFING/CLASSIFICATION SPECIALIST	

32. REMARKS	33. OPM CERTIFICATION NUMBER
-------------	------------------------------

ADMINISTRATIVE SERVICES CLERK (O/A)  
GS-0303-5

INTRODUCTION

This position is located in the Administrative Services Division, Office of Administration, Massachusetts State Office, New England.

The Division has Area wide responsibility for all office services programs and logistical support for the Massachusetts State Office and all other state offices located in the New England Area, including the Office of Inspectors General for Audit and Investigation.

The Division provides assistance in a wide variety of diverse administrative, technical and management functions on a centralized basis. These functions consist of Mail Management, Motor Vehicle Management, Personnel Property Management, Procurement and Supply Management, Printing and Reproduction Management, Records and Micrographics Management, Space and Telecommunications Management, Energy Conservation Program, Emergency Preparedness Program, and the Safety & Health Program.

DUTIES AND RESPONSIBILITIES

The incumbent of this position is responsible for coordinating the printing and reproduction requirements for the entire New England Area. This includes those to be performed by the General Services (GSA) Quick Copy Center or their Printing Plant, the Government Printing Office (GPO) Printing Plant, the HUD/GPO short-run printing contractor, or other GPO Contractors. This also includes those printing requirements that must be accomplished on an emergency, expedited basis via in-house copiers or a commercial vendor.

Coordinates and monitors production of HUD material handled by all printers; processes print requests with respect to applicable laws, regulations, and required prior authorizations; provides advice and assistance to organizational elements on printing and binding problems; and maintains a liaison with GSA and GPO and contract printers on matters of common concern to expedite and assure scheduling of priority requests.

Recommends printing schedules and is aware of the status of all projects which are in the reproduction process. Advises program offices regarding scheduling problems; contacts printers regarding print projects of special significance, or of unusual problems regarding projects previously scheduled and on assignment to them (e.g., the need to recall, replan, make last minute changes, etc., without detriment to specific deadlines).

-2-

Estimates costs of requests placed with GSA, GPO and printing contractors. Performs a final review of all work before printing to ensure compliance with government regulations, GSA and GPO practices, and HUD procedures. Reviews style and format for agreement with established program specifications or contract limitations; compliance with Departmental directives, policies, and objectives; and the most economical and effective use of funds.

Assists in the development and maintenance of handbook procedures in the New England Area printing services and provides assistance and guidance as required. Monitors and evaluates the performance of printing service for efficiency, cost effectiveness, planning and budgeting. Evaluates the usage of in-house copiers before sending any print work out to contractor.

Assists in the development, management, monitoring of a New England Area system for the acquisition, storage, and distribution of forms, issuances, and publications required by administrative and program offices throughout the New England Area, as well as those required by HUD clients and program participants. Includes the maintenance of a master file system for Massachusetts State stocked printed materials and an updated index of Headquarters printed material.

Incumbent is the New England Area Personal Property Custodian and maintains the Furniture and Equipment Management Information System (FEMIS) for the acquisition, storage, utilization, distribution, maintenance, and the disposal of nonexpendable supplies, furniture, furnishings, and equipment. This requirement includes maintaining property records, providing repair and maintenance service, disposing of excess property, inventorying and maintaining the automated system on a current basis.

Incumbent maintains the Forms, Issuance and Publications System (FIPS) for the acquisition, storage and distribution of all printed materials maintained at the Massachusetts State Office. Ensures that the master file is updated and obsolete materials are removed.

Incumbent also performs the functions of Mail Clerk in fulfilling the requirements of the Mail Management Program. This includes operating mail metering equipment and determining the most cost effective way of routing mail.

Performs data input into personal computer for FEMIS (Furniture and Equipment Management Information System) and FIPS (Forms, Issuances, and Publications System). In addition, performs all typing and clerical duties involved in the position functions.

Performs other duties as assigned.

SUPERVISION

Duties are performed under the supervision of the Supervisory Supply Management Representative. There is a wide latitude for independent judgement and action. Only the most complex problems are referred to the supervisor and work is reviewed on a spot check basis.

OTHER SIGNIFICANT ELEMENTS (Qualification Requirements)

Knowledge of operation, procedures, and policies of the organization.

Knowledge of the Department's organizational structure and various functions performed within the organization in order to determine the subject matter of diverse types of correspondence and forms and correctly route to the appropriate office.

Knowledge of organization and U.S. Postal requirements sufficient to process and dispatch various kinds of outgoing materials with different processing procedures (e.g. registered, priority mail, etc.)

Skill in operating a typewriter and word processor. A qualified typist is required.

Knowledge of personal computers and their use in order to transmit/retrieve data, obtain information and produce reports.