

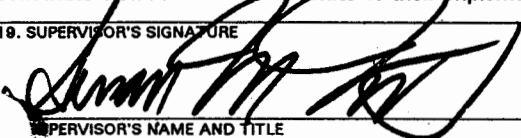
REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**POSITION DESCRIPTION
COVER SHEET**


RECOMMENDED			4. TITLE Clerk	6. PAY PLAN GS	8. SERIES 303	7. GRADE 4
WORKING TITLE (Optional)					9. INCUMBENT (OPTIONAL)	

OFFICIAL						
10. TITLE Clerk (LOA)						
11. PP GS	12. SERIES 303	13. FUNC	14. GRADE 04	15. DATE	16. I/A <input type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st U.S. Department of Housing and Urban Development	6th Program Center
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th HUB	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 	20. DATE 8-11-97	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
SUPERVISOR'S NAME AND TITLE Susan M. Forward, Deputy Assistant Secretary and Enforcement and Investigations		24. SECOND SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-3	350	6. Personal Contacts	6-2	25
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-2	50
3. Guidelines	3-2	125	8. Physical Demands	8-1	05
4. Complexity	4-2	75	9. Work Environment	9-1	05
5. Scope and Effect	5-2	75	TOTAL POINTS		835
GRADE					GS-4

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 	30. DATE 8/11/97
31. NAME AND TITLE Bill Rice, PMS	
REMARKS U.S. OPM PCS for the GS-303 Series dated 11/79, TS-37 Analogous Grade level criteria US OPM PCS for the GS-318 Series dated 1/79 TS-34	33. OPM CERTIFICATION NUMBER

#000273

MASTER RECORD/ INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/M/R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MFL NO. (6)	5. GRADE (2)	6. IP NO. (6)
----------------------------------	-------------------------------	------------	----------------	--------------	---------------

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (2)	5. OFF. TITLE (38)	
8. HQ. FLD. CD. (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	
9. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT. CLASS (8)	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA		12. INACT/ACT (1) I = Inactive A = Active		13. DT. ABOL. (8)	
14. DT. INACT/REACT (8)		15. AGCY. USE (10)			
16. INTERDIS. SER. (40)					
(4) (4) (4) (4) (4) (4) (4) (4) (4) (4)					
17. INTERDIS. SER. (40)					
(6) (6) (6) (6) (6) (6) (6) (6) (6) (6)					

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849	3. POS. SCHED.(1) A = Sched A B = Sched B C = Sched C 0 = Excepted but not A, B, C		4. POS. SENS. (1) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LEV. (4)
6. WK. TITLE CD. (4)		7. WK. TITLE (38)			
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th				9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or series E = New Position/New FTE	
10. TARGET GC. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = NA Y = Yes	13. DUTY STATION (8) State (2) City (4) County (2)		14. BUS. CD. (4)
15. DT. LST. AUDIT. (8)		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (8)	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis GEG 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS - Agency Use			19. DT. REQ. REC. (8)		20. NTE. DT. (8)
21. POS. ST. BUD (1) Y = Perm N = Other					
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)					
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.		Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.		Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other	
23. DT. EMP. ASGN. (8)	24. DT. ABOL. (8)	25. INACT/ACT (1) 1 = Inact. 2 = Act.	26. INACT/ACT (8)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)
29. AGCY. USE (8)					
30. CLASSIFIER'S SIGNATURE				31. DATE	
32. REMARKS					

**FAIR HOUSING AND EQUAL OPPORTUNITY
Clerk, (OA) GS-326-4**

INTRODUCTION

This position is located on the staff of the Hub Director, Program Center Director, Branch Chief or Local FHEO Site. The purpose of this position is to perform a variety of clerical and office automation support to the Office.

DUTIES AND RESPONSIBILITIES

Receives visitors and phone calls. Determines the nature of the visit or call, and directs caller to appropriate staff member. Personally responds to inquiries about routine or procedural FHEO matters.

Types a variety of materials such as correspondence, forms, technical and nontechnical reports, etc., using an electronic typewriter, word processor, and/or microcomputer. Types material from rough drafts into final form, checking references and insuring proper format, spelling, punctuation, and grammar of material typed. Searches files for pertinent supplemental information and attaches pertinent documents to final copy. Routes typed materials for necessary clearances, ensures required file copies of typed materials are prepared and properly distributed.

Composes routine correspondence, such as replies to requests for general information or similar communications in which the content and format can be based on previous responses or existing models. Prepares correspondence in final form with responsibility for content, grammar, format, spelling, arrangement, and related clerical matters.

Establishes and maintains office filing systems covering varied subject matter. Receives and files changes to publications, handbooks, etc. As necessary, codes and cross-references documents added to files, and establishes new file headings. Screens and search files for misplaced documents. Disposes of out of date or obsolete files in accordance with established records disposition schedules.

Performs records maintenance tasks, such as posing and extracting data to and from logbooks, maintaining records of transactions, and compiling data in accordance with instructions.

Performs other general clerical tasks in support of the technical, administrative, or management work of the office. Such tasks may include one or more of the following: requisitioning office supplies, equipment, publications, and maintenance services; receiving time reporting forms from staff members and reviewing for procedural accuracy; performing the duties of office timekeeper or backup timekeeper; receiving,

screening and distributing office mail and other incoming documents; reviewing and verifying routine information reported on standard documents submitted to the organization; photocopying, collating and assembling documents.

Performs other job related duties as assigned.

Incumbent serves in a position of public trust.

FACTOR 1- Knowledge Required

Knowledge of the flow of work and organizational functions and procedures sufficient to receive and refer phone calls and visitors, provide general information, screen and distribute mail, and classify and retrieve file material.

Knowledge of grammar, spelling, capitalization, and punctuation needed to type a variety of material from handwritten documents.

Knowledge of all applicable instructions, handbook requirements, office terminology, and policies pertaining to preparation of correspondence and other written material, and performance of other clerical functions (such as filing, timekeeping, requisitioning of office supplies, completing travel and other forms, etc.).

Knowledge of basic office automation functions to perform standardized word processing duties (e.g., create, copy, edit, store, retrieve and print documents), receipt and transmittal of electronic mail, etc.

Skill in operating an electronic typewriter, word processing equipment, and/or microcomputer. A qualified typist is required.

Skill in operating office machines, such as duplicating equipment, printers and calculators.

FACTOR 2- SUPERVISORY CONTROLS

Incumbent receives general guidance from the supervisor, who makes assignments by defining objectives, priorities and deadlines, and provides assistance on unusual problems lacking clear precedents. The incumbent independently plans and adjusts work to meet the requirements of the serviced units. Work is reviewed upon completion for technical accuracy and compliance with instructions and/or established procedures.

FACTOR 3- GUIDELINES

Guidelines include standing oral instructions as well as written instructions and manuals covering procedural aspects of work assignments (e.g., agency correspondence procedures, style

manuals, sample work products, word processing software instructions). Incumbent must use judgment to locate, select and apply the most appropriate set of instructions from a variety of available alternatives. Situations involving significant deviations from established guides or lack of existing guides are referred to the supervisor.

FACTOR 4- COMPLEXITY

Duties consist of a series of numerous procedural and substantive steps which vary in nature and sequence because of the particular characteristics of each case of transaction. Incumbent must recognize differences in existing procedures and choose the most appropriate alternative. Incumbent is also expected to recognize and resolve procedural discrepancies related to the work assignment (such as missing information, inconsistent data, improper formatting, errors in spelling or punctuation).

FACTOR 5- SCOPE AND EFFECT

Incumbent provides a variety of clerical and typing services, thus facilitating the work of the Office of Fair Housing and Equal Opportunity. The work is performed in accordance with established rules, regulations, procedures and clerical practices. The work affects the way in which the office accomplishes its assigned functions.

FACTOR 6- PERSONAL CONTACTS

Contacts are with employees of FHEO and members of the serviced clientele and/or general public.

FACTOR 7- PURPOSE OF CONTACTS

Contacts are for such purposes as exchanging information about work assignments and methods for completing the work.

FACTOR 8- PHYSICAL DEMANDS

The work is generally sedentary, with some walking, bending and carrying of light items such as papers and books.

FACTOR 9- WORK ENVIRONMENT

The work is performed in an office setting, with adequate lighting and ventilation and minimal safety risks.