

POSITION DESCRIPTION

OFFICE SUPPORT CLERK (OA), GS-0303-07

SETID	HUD01	JOB CODE	HA0306	DATE	07/17/2007	OPM CERT #			
PAY PLAN	GS	SERIES	0303	GRADE	07	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	OFFICE SUPPORT CLERK (OA)								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Nonexempt	PATCOB	Clerical	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Dianne Wilkins								
CLASS STANDARD	US OPM MISCELLANEOUS CLERK AND ASSISTANT SERIES, GS-303; JAN 79, TS-34 NOV 79 TS-37								
DATE CLASSIFIED	07/17/2007								

MAJOR DUTIES

OFFICE SUPPORT CLERK (OA), GS-303-07

This position is located in the Security Division of the Office of Security and Emergency Planning. The incumbent is responsible for providing support in the Personnel Security Branch and Personal Identification Verification Branch, which administers the personnel security program and oversees the physical security of classified documents. The incumbent also supports the HSPD-12 Personal Identity Verification Program.

DUTIES

Incumbent is responsible for ensuring all incoming investigative forms and packages are handled appropriately which includes: opening packages, making necessary copies of attached cover memo or note for each investigative package; accurately inputting information and received data into Security Management; reviewing forms for completeness and accuracy; returning incorrect incomplete forms to the Security Administrator to have corrected, and or personally contacting the employee contractor to get permission to correct forms; completing an FIPD 391 form when corrections are made; and inputting return date into Security Management for ALL forms being returned for correction.

Researches, compiles, and summarizes information and or documents in response to special project assignments and reports.

Conducts research on a variety of technical and administrative support topics. Findings and recommendations of such research will be provided to supervisor for finalization.

Supports Personal Identity Verification Program: capture identity proofing of HUD employees and contractor employees in order to coordinate their National Agency Check and Inquiries (NACI) and Background Investigations (BI) activities; take fingerprints and digital facial image of all employees and contract employees.

Maintains and processes time and attendance records.

Performs others duties as assigned.

Factor 1. Knowledge Required by the Position

Knowledge and skill in use of general computer equipment.

Ability to research information and prepare reports and summaries for meetings and briefings.

Skill in demonstrating good Customer Service. Ability to read and write accurately, to review forms to make sure they are accurate and complete. A working knowledge of Homeland Security Presidential Directive 12 standards for Federal employees and contractors credentials in order to accurately perform processing procedures for PIV program.

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Factor 2. Supervisory Control

The Branch Chiefs or Division Director makes assignments by defining objectives, priorities, and deadlines.

Assignments are planned, developed and carried out by the incumbent, who interprets and applies directives and regulations consistent with Departmental policies and programs. Completed work is reviewed by Branch Chiefs for accuracy.

Factor 3. Guidelines

Guidelines are E. O. 10450, E. O. 12968, and their implementing directives and general administrative policies and procedures. The employee uses judgment in interpreting and adapting guidelines available such as agency policies, regulations, precedents, and work directions for application to specific cases or problems.

Factor 4. Complexity

The incumbent is expected to effectively perform a variety of tasks with short deadlines. The work involves utilizing skills and knowledge, and interpreting general guidelines; and routine period reports to keep the Branch Chiefs aware of office activities and to make recommendations as necessary.

Factor 5. Scope and Effect

The primary function is to provide direct support to the Personnel Security Branch and PIV Branch, to meet the investigative and adjudicative requirements of E. O. 10450 and E. O. 12968.

Work affects office effectiveness in supporting the mission to provide work life support Department-wide.

Factor 6. Personal Contacts

Contacts are with employees and personnel security offices in other agencies, high-level managers, Administrative Officers, and heads of organizational elements with the Department at both Headquarters and field levels. External contacts may include educational institutions, courts and police departments, previous places of employment in other federal agencies, state and local governments, private industry, and others as required.

Factor 7. Purpose of Contact

The purpose of the contact is to answer questions; to provide and obtain information; to counsel employees; and, to negotiate and resolve questions.

Factor 8. Physical Demands

The work is primary sedentary.

Factor 9. Work Environment

The work is typically performed in an office setting.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-6	950
2-2	125
3-2	125
4-2	75

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5-2	75
6-2	25
7-2	50
8-1	5
9-1	5

Total 1435 = GS-7 (1355 - 1600)