

**Master Record Number: FS3834**

**Title/Pay Plan/Series/Grade: Resource Clerk, GS-1101-04**

**FLSA Code: Non-Exempt**

### **INTRODUCTION**

This position is in a Forest Supervisor's office and provides clerical and technical support in timber resource work.

### **MAJOR DUTIES**

Inputs and audits permit related automated data processing documents for the Timber Sale Accounting System.

Checks every item on the accounting documents to ensure that all volumes, payment received, etc., have been entered properly, and submits necessary corrections.

Reviews permit edit updates for payments, errors, negative cash action and matches edit update with results.

Maintains log load receipt manifests and contract, KV and Salvage Sale Fund Plan folders.

Provides clerical work in support of Timber Sale Accounting Center (TSAC) business management operations.

Duties include financial management, procurement, accountable property, personnel activities and filing.

Files general correspondence and reports for timber.

Uses word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of standardized documents using a glossary of prerecorded formats, form letters, standard paragraphs, and mailing lists.

May use database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data for standard reports.

Transmits, receives, and acknowledges electronic mail and messages and makes distribution.

### **FACTOR STATEMENTS**

**Factor 1. Knowledge Required by the Position      Factor Level 1-3      350 Points**

Knowledge of timber resource procedures and methods, including related business management procedures to process Forest Product Sales Permits and maintain bidder lists.

Knowledge of Business Management Resource functions to discern errors in content and format of the varied contract or use documents and knowledge of legal procedures such as signing authorities.

Skill in operating office automation equipment such as a word processor, microcomputer, or computer terminal, and related equipment such as printers and modems, using a standard typewriter style keyboard with additional function keys to produce work accurately and effectively.

**Factor 2. Supervisory Controls**

**Factor Level 2-2**

**125 Points**

The incumbent receives detailed instructions for new or unusual assignments. The incumbent uses initiative in performing recurring assignments independently in accordance with established rules, but refers deviations to the supervisor.

The supervisor assures that finished work is in compliance with instructions, established procedures and professional standards.

**Factor 3. Guidelines**

**Factor Level 3-2**

**125 Points**

Guidelines include USDA Forest Service and local manuals, pertinent laws and regulations, and other written and oral instructions relating to Timber Sale Administration.

Incumbent uses judgment in selecting appropriate guidelines for application to individual cases. Matters not adequately covered are referred to supervisor.

**Factor 4. Complexity**

**Factor Level 4-2**

**75 Points**

Assignments consist of responsibility for the accurate content, processing, and maintenance of a wide variety of documents related to administration of the Timber Program.

Work requires the independent application of different, but established methods, procedures, and techniques.

The incumbent must frequently perform these duties within short time frames but also throughout the life of the contract, readjust priorities to meet changing demands, and deal with changes in procedures.

**Factor 5. Scope and Effect**

**Factor Level 5-2**

**75 Points**

The purpose of the work is to provide broad technical administrative support to Timber Sale activities for the Forest.

The efficient operation of the incumbent affects the overall operation of the Forest, relieving the staff of considerable routine and technical paper work, and providing prompt and accurate support to work programs.

**Factor 6. Personal Contacts**

**Factor Level 6-2**

Contacts are with other Zones, Forests, Districts, Timber Sale Contracting Officer and the general public, which includes purchasers of timber and logging contractors.

**Factor 7. Purpose of Contacts****Factor Level 7-A****45 Points**

Contacts are made to exchange information to accomplish assigned tasks and resolve discrepancies.

**Factor 8. Physical Demands****Factor Level 8-1****5 Points**

Work is primarily sedentary, with long periods of sitting, but may require walking, bending, standing, and/or carrying of light items such as files and manuals.

**Factor 9. Work Environment****Factor Level 9-1****5 Points**

Work is performed in an office setting with adequate lighting, heating and ventilation. The work environment involves everyday risks or discomforts that require normal safety precautions.

**Total Points: 805****Point Range: 655-850 = GS-04****References Used:**

Position Classification Standard for Procurement Clerical and Technician Series, GS-1106, September 1992.

**Source Documents:**

Resource Assistant, GS-1101-05, FS PD# FS3810, classified 5/2013.

**Name of Classification Delegate: Christina Lucero****Date Classified: 11/15/2013**

## **Position Designation Record**

Agency FS

Position Title Resource Clerk

Series and Grade/Pay Band 1101-04

Position Description Number FS3834

Designator's Name & Title Sonya Montoya, HR Specialist

**National Duties**      **Degree of Potential for Compromise or Damage**

Potential for Compromise or Damage

**Duties**      **Degree of Potential for Compromise or Damage**

Adjustment for Program Designation and Level of Supervision

**Adjustments**

**Label**

**Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)**

**Adjustment for level of supervision or other controls**

Total Points  
Designation

**Label**    **Points**

**Total**

**Initial**

**Position**

**Designation**

**Points from**

**Step 2**

**Adjusted**

**Position**

**Designation**

**Points from**

**Step 3**

**Sensitivity**

**Risk Level**

Non-Sensitive

Low Risk

Signature: /s/ Sonya Montoya

Date: 11/15/2016

Name: Sonya Montoya

| <b>Investigation</b> | <b>Form Required</b> |
|----------------------|----------------------|
| T1                   | SF 85                |