

Editorial Assistant, GS-1087-05

Position Number: A9430

Introductory Statement: This position is located on a Forest Service unit. This position will work in a team to accomplish field work, data management and analysis, report writing and administration of current oil and gas developments on the Forest.

Organizes and Edits Information 50%

Edits form letters and drafts routine correspondence. Assembles material on own initiative after brief instructions. Responsible for document's accuracy of form, spelling, punctuation, and grammatical correctness. Locates inconsistencies in text. Restructures sentences to make them more understandable. In layout, plans spacing and indentations of charts and tables in text.

Assists in researching library, office, agency records, and other reference sources to verify data. Researches guides for acceptable style and format layouts.

Editorial Program Support 50%

Locates apparent disagreements between text and charts, tables, and other graphics, and any inconsistencies within the manuscript. Restructures sentences to make them more understandable. The rewriting does not alter the meaning of the text. Plans the layout of textual and/or tabular publications based on instructions.

OTHER SIGNIFICANT FACTS:

Bargaining Unit Status: Eligible.

Performs other duties as assigned.

Performs wildfire suppression support as directed within training and physical capabilities.

Factor 1- 3 Knowledge Required by the Position

Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems; or skill, acquired through considerable training and experience, to operate and adjust varied equipment for purposes such as performing numerous standardized tests or operations; or equivalent knowledge and skill.

Factor 2- 2 Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3- 2 Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Factor 4- 3 Complexity

The work includes various duties involving different and unrelated processes and methods such as those associated with identifying and sorting specimens, compiling and tabulating display data, or restoring objects or specimens of the museum collection. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5- 2 Scope and Effect

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6- 2 Personal Contacts

The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency such as headquarters, regional, district, or field offices, or other operating offices in the immediate installation AND/OR contacts are with members of the general public, as individuals or groups, in a moderately structured setting.

Factor 7- 1 Purpose of Contacts

The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

Factor 8- 1 Physical Demands

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; or driving an automobile, etc. No special physical demands are required to perform the work.

Factor 9- 1 Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, or libraries. The work area is adequately lighted, heated, and ventilated.