

# Position Classification Flysheet for Clerk-Typist Series, GS-0322

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## SERIES DEFINITION

This series covers all positions the primary duties of which are to perform typing work on either manual or electric typewriters. This work may be performed solely or in combination with general clerical work that does not require prior specialized experience or training. Included is typing work prepared from written material and voice recordings. Supervisory positions involved in supervising work characteristic of this series are also included when typing ability is an essential part of the job.

This series coverage standard supersedes the series coverage standard for the Clerk-Typist Series, GS-0322, dated January 1979.

## EXCLUSIONS

- (1) Classify positions involving typing work which does not require a fully qualified typist in the specific series appropriate for the subject matter work performed, or in a general group series such as the [Job Family Standard for Clerical And Technical Accounting And Budget Work, GS-0500](#), or the [Miscellaneous Clerk and Assistant Series, GS-0303](#).
- (2) Classify in the [Secretary Series, GS-0318](#), positions which consist of a combination of general office duties (which may include typing) and responsibilities that constitute the role of a secretary.
- (3) Classify in the [Work Unit Supervising Series, GS-0313](#), positions in which the paramount duties are to supervise work in the GS-0322 series when the supervisory position does not itself require the ability to perform typing work.
- (4) Classify positions that require a qualified typist and which also require, as the paramount qualification requirement, experience or training in a specialized type of clerical work in whatever series is appropriate for that clerical work, e.g., the [Supply Clerical and Technician Series, GS-2005](#).
- (5) Classify in the [Data Transcribing Series, GS-0356](#), positions involving operation of keyboard controlled machines to transcribe or verify data for use in automated data processing systems when this does not require significant knowledge of grammar, spelling, punctuation, and arrangement of narrative and tabular material.
- (6) Classify positions that require, in addition to typing skill, the services of a qualified stenographer to the [Miscellaneous Clerk and Assistant Series, GS-0303](#), or a more specialized clerical series with the parenthetical addition of "Stenography" to the position's title.

(7) Classify to the [Office Automation Clerical and Assistance Series, GS-0326](#), positions in which the primary duties are to perform word processing and office automation work either solely or in combination with other general office support work.

## COVERAGE

All positions classified to this series require the services of a fully qualified typist. A fully qualified typist is a person who possesses typing skill at the level of proficiency required for competitive appointment to these positions.

This series includes positions involving operation of manual or electric typewriters whether located in individual offices or specialized units. Typing work includes such tasks as:

1. Applying the vocabulary knowledge necessary to maintain speed and accuracy in typing from written materials or voice recordings;
2. Applying judgement in the spacing and arrangement of the material typed;
3. Insuring the correct punctuation, capitalization, and grammar in the material typed; and
4. Arranging the material in the form necessitated by the nature of the subject matter, the purpose for which it is to be used, the format required by the regulations of the agency, or other similar requirements.

This series includes positions formerly classified in the Clerk- Dictating Machine Transcribing Series, GS-0316. Employees in these positions type directly from spoken material that has been recorded on disks, cylinders, belts, tapes, or similar media. They too use judgment in spacing and arranging the material typed, knowledge of English usage, typing skill, and equipment knowledges.

This series formerly covered positions the duties of which are to perform word processing work on dedicated word processing equipment, automatic or electric typewriters, and computers. This work, whether performed solely or in combination with other general office support work, is now covered by the [Office Automation Clerical and Assistance Series, GS-0326](#).

## TYPING AND CLERICAL WORK COMBINED

This series includes positions which involve typing work combined with clerical duties except when the clerical duties (a) require specialized experience or training and (b) constitute the paramount qualification requirement for the positions. Some, but not all, examples of clerical work which may require such specialized experience or training, and may thus be the basis for exclusion from this series, are duties characteristic of payroll, personnel, or supply clerk positions. *General office work that does not require specialized experience or training is included in this series when such work is combined with typing work that requires a qualified*

*typist*. General office work is characterized, for this purpose, as work consisting of (1) a variety of nonspecialized tasks, for example, answering the telephone, filing, opening and distributing the mail, etc.; or (2) a variety of more specialized tasks when no one kind of specialized clerical experience or training constitutes the paramount requirement. This includes "back-up" positions to positions classified in the Secretary Series, GS-0318. In summary, the position is classified in the Clerk-Typist Series, GS-0322, if it involves general office work and requires a fully qualified typist, and it does not meet the definition of the [Secretary Series, GS-0318](#) or the [Office Automation Clerical and Assistance Series, GS-0326](#).

Where specialized clerical work is involved, careful consideration is necessary in determining whether the ability to type is the paramount qualification requirement. Involved in making this determination is consideration of (a) the relative grade level of the clerical work which requires specialized prior experience or training, (b) the nature of the career ladder in which the position is located, and (c) the relative importance in the position, in terms of the purpose for which the position was established, of (1) the typing and (2) the clerical work.

## TITLES

*Clerk-Typist* is the title for individual worker positions in this series.

*Lead Clerk-Typist* is the title for positions which meet the criteria in the [General Schedule Leader Grade Evaluation Guide](#) for evaluation as leaders.

*Supervisory Clerk-Typist* is the title for positions which meet the criteria in the [General Schedule Supervisory Guide](#) for evaluation as supervisors when the work also requires the ability to type at the competitive level. (In Department of Defense components use titling instructions for supervisory positions in other guides.)

## PARENTHETICAL TITLES FOR EXCLUDED POSITIONS

*Typing* is parenthetically added to the title of any position excluded from this series when the position includes a requirement for competitive level typing skill. The parenthetical title should not be used when the typing work is so infrequent or is performed under such circumstances that most or all persons who can do the clerical work can also do the typing work in a reasonably adequate manner either immediately upon employment, or after a reasonable period of time on the job. In every case where the parenthetical title is used, the position description must reflect the duties which necessitate the use of that title.

## EVALUATION OF POSITIONS

Appropriate grading criteria should be selected as follows:

Evaluate the typing portion of positions in this series Part I of the [Typing and Stenography Grade-Evaluation Guide](#). The Guide applies to typing work that requires a fully qualified typist, regardless of the organizational setting, e.g., specialized unit or decentralized office location; the source of the material to be typed, e.g., written materials or voice recordings; kind of typewriter used, e.g., manual or electric; or end use of the typed product, e.g., correspondence or camera copy.

Evaluate the clerical portion of positions in this series by the [Grade Level Guide for Clerical and Assistance Work](#) or by the criteria for a more specialized series if this is more appropriate.

Evaluate supervisory positions using the criteria in the [General Schedule Supervisory Guide](#). (In Department of Defense, use criteria for supervisory positions in other guides.)

Evaluate leader positions by the criteria in the [General Schedule Leader Grade Evaluation Guide](#).