

Position Classification Flysheet for Communication Clerical Series, GS-0394

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SERIES DEFINITION

This series includes all classes of positions the duties of which are to supervise or perform communications clerical work required in support of communications operations or in the maintenance of communications records when the work requires knowledge of and ability to apply communications instructions, rules, regulations, and procedures, but does *not* require knowledge of the concepts, methodology, and techniques of communications or of technical communications principles. Included in this series is such clerical work as: keeping memorandum records of communication operations and services, clerical processing and maintaining records of frequency allocations, clerical processing and maintaining records of call sign allocations, maintaining records of common communication rates and tariffs, maintaining records of circuit usage and equipment, and the compilation of summaries and reports and other clerical work incident to the support of communication operations or the maintenance of communication records.

EXCLUSIONS

Positions which are primarily concerned with the maintenance of accounting records (and associated clerical work) regarding communications matters are classifiable in an appropriate series in the [Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-0500](#).

Positions which are directly concerned with operating communications equipment, or with the supervision of such operators, are classifiable in the series appropriate for the type of equipment, i.e., the [Telephone Operating Series, GS-0382](#); the [Telecommunications Series, GS-0390](#); or the [General Communications Series, GS-0392](#).

TITLES

The basic title appropriate for nonsupervisory positions within this series is *Communications Clerk*.

For supervisory positions, the appropriate basic title is *Supervisory Communications Clerk*.

EXPLANATORY STATEMENT

Positions in this series are delineated from other types of clerical work by the requirement for clerical knowledge specific to the communication field. This requirement varies in both scope and degree among individual communications clerical positions. For example, some positions require a depth of knowledge in a particular area (i.e., call sign allocations or current communication rates and tariffs), while others demand a breadth of general communications knowledge and understanding, such as that required to maintain records for several media of communications concurrently utilized. Positions in this series do not involve communications

analysis, assistance, planning, or procedures development, work requiring technical knowledge of communication principles, concepts, techniques, and methodology.

The communications clerk typically uses instructions, guidelines, tariffs, and related materials to perform the duties of the position. The exact nature of the materials used varies among individual positions depending on the communications clerical function performed. Typical guides include internal operating instructions, commercial communications rate and tariff books, International Telecommunications Union publications, agency call signs books, agency communications handbooks and manuals, and commercial public utilities= and equipment manufacturers= publications. The use of such materials by communications clerks does not require a technical knowledge of communication media.

The following material provides descriptions of the more common tasks of communications clerks but does not identify specific combinations of tasks representative of typical positions classifiable to this series. Many positions fit into one of two work situations: (a) the performance of a specialized clerical function in the field or (b) the performance of a variety of clerical functions in support of communication operations. The two situations are discussed in greater detail below.

Situation A

The work essentially involves the performance of a specialized clerical function requiring knowledge of a restricted area of communications. Functions typically require detailed knowledge of the processing steps for specific types of documents or materials such as call signs allocations, or a thorough knowledge of particular subject matter, such as prevailing communication rates and tariffs. The work may demand understanding of specialized terminology peculiar to the communications of such areas as frequency allocation.

Typical clerical duties in this situation include:

1. Assigning, allocating, and recording call signs for a variety of organizational components through established procedures, and preparing call sign publications for various groups of call signs, proofreading, and layout.
2. Reviewing frequency assignment data and paraphrasing the data in conformity to established procedures in order to transfer the data to radio frequency authorization records.
3. Verifying for completeness and forwarding to the appropriate body, modifications of changes, additions, and deletions to the radio frequencies registered b the agency.
4. Providing current information (on an over-the-counter basis) on communication rates and tariffs to the public.

Situation B

The work essentially involves the performance of a variety of clerical functions requiring a general knowledge and understanding of communication operations. Functions are primarily concerned with record keeping and require a knowledge of basic communications terminology and an understanding of the communication services involved. The work is often concerned with the compiling of data from various sources in order to develop summaries and reports on the communication operation and to maintain necessary communications records.

Typical clerical duties in this situation include:

1. Preparing reports on teletypewriter communications for an installation, including total incoming and outgoing traffic handled and total traffic by activities , counting groups, and handling times based on data supplied.
2. Preparing and maintaining on a current basis lists of telephone equipment in use at an installation by extensions, buildings, and departments.
3. Maintaining records of communications services and their utilization (in terms of equipment, circuitry, trunk lines, etc.) based upon current data and reports supplied by user organizations.

The work classifiable to this series is work for which the [Grade Level Guide for Clerical and Assistance Work](#) is appropriate. That Grade Level Guide is, therefore, used to evaluate nonsupervisory positions in this series.

The [General Schedule Supervisory Guide](#) is used to evaluate supervisory positions in this series.