

		<a href="#">Export to MS Word</a>	
<b>ARMY NAF STANDARDIZED POSITION DESCRIPTION</b>			
<b>PD#:</b> AM230 <b>Sequence#:</b> VARIES		<b>Replaces PD#:</b>	
<b>OPERATIONS CLERK</b>  NF-0303-02			
<b><u>POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION</u></b>  <b>Citation 1:</b> OPM PCS MISC CLERK & ASST SERIES, GS-303, NOV 79 <b>Citation 2:</b> NAF PERSONNEL POLICY, AR 215-3, CHAPTER 3, 29 AUGUST 2019			
<b><u>Classification/Job Grading Certification:</u></b> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.</i>			
<b>Classified By:</b> NAF GENERIC		<b>Classified Date:</b> 01/30/2003	
<b><u>POSITION INFORMATION:</u></b> <b>FLSA:</b> <b>Career Field:</b> <b>Program Code:</b> VARIES <b>Bus Code:</b> VARIES <b>Region:</b> NAF <b>Financial Disclosure:</b> <b>PD Status:</b> VERIFIED	<b><u>CONDITION OF EMPLOYMENT:</u></b> <b>Drug Test Required:</b> VARIES <b>Position Designation:</b> VARIES <b>Position Sensitivity:</b> VARIES <b>Security Access:</b> VARIES <b>Emergency Essential:</b> VARIES <b>Investigation:</b>	<b><u>DEVELOPMENTAL ASSIGNMENT:</u></b> <b>Career Ladder PD:</b> NO <b>Target Grade/FPL:</b> <b>Career Pos 1:</b> <b>Career Pos 2:</b> <b>Career Pos 3:</b> <b>Career Pos 4:</b> <b>Career Pos 5:</b> <b>Career Pos 6:</b>	
<b><u>DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES:</u></b>  Performs a variety of clerical and administrative duties in support of the operation for which assigned. Receives and acts on internal actions and requests. Receives maintenance or repair requests, prepares and oversees completion of work orders and purchases. Maintains property accountability records. Prepares issue, turn-in and other transaction documents for non-expendable property. Monitors budgetary expenses. Tracks work order status notifying supervisor of work orders that exceed set standards for completion. Receives telephone calls and visitors, provides required information from own knowledge and office files or refers callers to appropriate person. Follows up with guest on status of emergency work orders. Types various correspondence and reports. Tabulates statistical data into final format. Gathers data and documentation for special projects and prepares briefing support materials. Establishes, maintains or controls suspense logs.			
<b><u>QUALIFICATION REQUIREMENTS:</u></b>  Basic computer and math skills and clerical or administrative work experience, which indicates the ability to perform the duties as described above. Must be able to type 40 words per minute.			
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>  Subject to satisfactory completion of all pre-employment checks in accordance with AR 215-3, para.2 to include a Tier 1 background investigation.			
<b><u>EVALUATION:</u></b>  Not Listed			
<b><u>FLSA DETERMINATION:</u></b>  <b>Fair Labor Standards Act (FLSA) Determination:</b>  <input type="checkbox"/> 1. Availability Pay Exemption - e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).			

- ☐ 2. Foreign Exemption - (Note: Puerto Rico and certain other locations do not qualify for this exemption – [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- ☐ 3. Executive Exemption:
  - ☐ a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
  - ☐ b. Customarily and regularly directs 2 or more employees, AND
  - ☐ c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.  
Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- ☐ 4. Professional Exemption:
  - ☐ a. Professional work (primary duty)
  - ☐ b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
  - ☐ c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
  - ☐ d. Computer Employee, ([See 5 CFR, 551.210](#)) ( must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- ☐ 5. Administrative Exemption:
  - ☐ a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

☒ **FLSA Conclusion:**

- ☐ EXEMPT
- ☐ NON EXEMPT

**FLSA Comments/Explanations:**