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**General Schedule
Position Classification Flysheet**



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**PRINTING CLERICAL
SERIES, GS-0351**



**Workforce Compensation
and Performance Service**



Printing Clerical Series

GS-0351

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SERIES DEFINITION

This series includes positions that involve clerical duties requiring knowledge of clerical procedures and operations peculiar to the control, procurement, or provision of printing services. For instance, incumbents of positions in this series process requisitions for procurement of printing, identify from agency guides established specifications, estimate costs for standard recurring publications, maintain control records for production or cost purposes, etc. A technical knowledge of printing as defined in the [Printing Management Series, GS-1654](#), is not required for performance in this series.

COVERAGE

Positions in this series involve the performance of one-grade interval clerical work in support of printing operations and the provision of printing services. The work requires specialized experience and training not appropriately covered by another series.

Some positions in this series perform duties and require specialized knowledges classifiable to this series, and, in addition, require the performance of typing or stenographic duties. When a position of this type includes a requirement for typing or stenographic skill at or above the level of proficiency required by competitive standards, the position is classified to the Printing Clerical Series, GS-351, and the word "Typing" or "Stenography" is parenthetically added to the title of the position.

EXCLUSIONS

Excluded from this series are:

1. Positions that involve a mix of 1) typing or stenography and 2) clerical work which does not require specialized subject-matter knowledge. If a qualified typist or stenographer is needed, the position should be classified in, respectively, the [Clerk-Typist Series, GS-0322](#), or the [Clerk-Stenographer and Reporter Series, GS-0312](#).
2. Positions which constitute the role of secretary and which do not require the specialized knowledges of the Printing Clerical Series, GS-0351. Such positions are to be classified in the [Secretary Series, GS-0318](#).
3. Positions which perform specialized clerical work not covered by the Printing Clerical Series, GS-0351. These positions are classified to the [Miscellaneous Clerk and Assistant Series, GS-0303](#), when no other more specialized series is appropriate.
4. Positions which involve planning, administering, supervising, reviewing, evaluating, or performing work in connection with the management of a program which provides printing services. Such positions are classified to the [Printing Management Series, GS-1654](#).

AUTHORIZED TITLES

PRINTING CLERK is the title for nonsupervisory positions in this series.

SUPERVISORY PRINTING CLERK is the title for supervisory positions in this series.

GRADING POSITIONS

Individual worker positions classified to this series are to be evaluated by the criteria contained in the [General Grade-Evaluation Guide for Nonsupervisory Clerical Positions](#).

Positions classified to this series that exceed the grade level coverage of the General Grade-Evaluation Guide for Nonsupervisory Clerical Positions should also be evaluated by reference to standards for other series which provide analogous knowledges and skills, (e.g., [Management Clerical and Assistance Series, GS-0344](#); [Editorial Assistance Series, GS-1087](#); or [Library Technician Series, GS-1411](#)).

Positions classified in this series that meet the criteria of the [Work Leader Grade-Evaluation Guide](#) for evaluation as leaders are to be evaluated by that guide.

Positions classified in this series that meet the criteria of the [General Schedule Supervisory Guide](#) for evaluation as supervisors are to be evaluated by that guide.