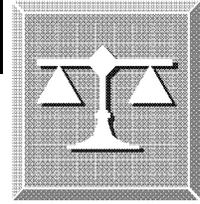


TS-119 September 1992

**General Schedule
Position Classification Standards**



WCPS-2 August 2002

**POSITION CLASSIFICATION
STANDARD
FOR
PROPERTY DISPOSAL
CLERICAL AND
TECHNICIAN SERIES,
GS-1107**



**Workforce Compensation
and Performance Service**



Property Disposal Clerical and Technician Series

GS-1107

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SERIES DEFINITION

This series includes positions involved in supervising or performing support work related to the utilization, donation, sale, and other disposition of excess and surplus personal property. It requires knowledge of property disposal operations and programs and the ability to apply regulations, practices, and procedures.

This standard supersedes the series coverage standard for the Property Disposal Clerical and Technician Series, GS-1107, issued in June 1970 (TS-1).

EXCLUSIONS

1. Classify positions that involve supervising or performing work to process or handle cash items, primarily requiring knowledge of cash processing procedures and the validity and acceptability requirements of cash items and supporting documents to the [Cash Processing Series, GS-0530](#). Some property disposal clerical and technical positions perform cash processing tasks along with their property disposal duties. When the work requires a primary knowledge of property disposal processes and procedures, classify these positions to the GS-1107 series.
2. Classify positions that involve supervising or performing work to dispose of property, requiring a substantive knowledge of disposal policies, procedures, programs, and property characteristics to the [Property Disposal Series, GS-1104](#).
3. Classify positions that involve supervising or performing support work to control or manage excess property within the supply system of a Federal agency (e.g., determining when items are excess to the agency's needs or screening lists of excess property to fill the agency's requirements), requiring knowledge of supply policies, management techniques, regulations, or procedures to the [Supply Clerical and Technician Series, GS-2005](#).
4. Classify positions that involve supervising or performing manual labor or trades and crafts work in the handling and disposing of excess and surplus property to the appropriate series in the [Job Grading System for Trades and Labor Occupations](#).

OCCUPATIONAL INFORMATION

Personal property consists of any movable, tangible property except real property, Federal Government records, and certain types of naval vessels. This includes all types of equipment, machinery, parts, tools, metals, furniture, fuels, chemicals, vehicles, aircraft, medical supplies, weapons, publications, and clothing.

After a Federal agency declares personal property excess to its needs, the property is disposed of following a standard process or series of steps. Property is (1) transferred to another Federal activity (utilization); (2) donated to a State government or eligible organization (e.g., universities or public health activities); (3) sold to the general public (marketing); or (4) abandoned or destroyed.

Property disposal clerks and technicians perform support work in one or all of the stages of the property disposal process. Employees work at property disposal holding activities supporting the disposal operations of a few Federal organizations, regional offices serving a number of Federal agencies or holding activities, or headquarters offices supporting nationwide property disposal operations.

Property disposal clerks and technicians do one or more of the following kinds of work:

- reviewing and editing excess and surplus property reports, donation requests, or transfer documents for proper information and authorities;
- maintaining, reviewing, and editing accountability records of the types, locations, conditions, and values of property items received, allocated, donated, and sold;
- compiling and distributing excess and surplus property bulletins, catalogs, advertisements, invitations to bid, or sale contracts from information provided by higher graded employees;
- compiling, maintaining, and distributing property sale bidder lists;
- calculating and billing buyers for storage fees, default charges, and/or items sold on term sales;
- compiling reports, composing correspondence, and answering inquiries based on records maintained;
- providing information on property disposal procedures, regulations, and practices; and
- providing routine technical assistance to specialists such as writing simple property descriptions, lotting property (i.e., determining the number and types of property to sell together as a unit), screening property lists to fill agency requests, computing market values, and reviewing sealed bids for mistakes.

Some property disposal clerks and technicians perform cash processing tasks in conjunction with property disposal duties. They receive and verify payments and deposits in the form of cash, checks, credit card charges, and other negotiable instruments. They also prepare bank deposits, issue refunds, and maintain accountability records of payment transactions.

Some property disposal clerks and technicians perform support work involved in the disposal of hazardous material and waste. Hazardous material is any substance that is capable of posing an unreasonable risk to health, safety, and property. Hazardous waste is used hazardous material that

is ignitable, corrosive, reactive, or toxic to living organisms. The support duties performed include maintaining hazardous material accountability records or computing material weights and prices.

Most of the work performed by property disposal clerks and technicians requires the use of automated disposal and/or supply systems. They must have sufficient knowledge of the automated systems to apply instructions for disposal actions. Employees often work with computer terminals or personal computers to search for records, input data, extract reports, correct errors, and keep specific sets of property accountability records current and accurate.

TITLES

Property Disposal Clerk is the title for all positions GS-1/4.

Property Disposal Technician is the title for all positions GS-05 and above.

The term "Lead" or "Supervisory" should be prefixed to the above titles for positions that meet or exceed the criteria in the appropriate [guide for evaluating leader](#) or [supervisory](#) positions.

Agencies may supplement these prescribed titles by adding appropriate parenthetical titles as described in the [Introduction to the Position Classification Standards](#).

EVALUATING POSITIONS

Evaluate positions on a factor-by-factor basis using the factor level descriptions and point values provided in this standard. The absence of a factor level does not preclude using it if it is warranted. The full range of factor levels can be found in the [Primary Standard](#), Appendix 3 to the Introduction to the Position Classification Standards. Use the Primary Standard to evaluate trainee and developmental positions having factor levels that are lower than those described below. Use the Primary Standard and related FES standards to evaluate positions having factor levels that are significantly higher than those described below. More complete instructions for evaluating positions are in [The Classifier's Handbook](#).

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

Evaluate supervisory positions by applying the appropriate [guide for classifying supervisory positions](#).

GRADE CONVERSION TABLE

Total points on all evaluation factors are converted to GS grade as follows:

GS Grade	Point Range
3	455-650
4	655-850
5	855-1100
6	1105-1350
7	1355-1600

FACTOR LEVEL DESCRIPTIONS

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Level 1-2 -- 200 points

The work at this level requires knowledge of basic or commonly used property disposal procedures, rules, or terminology, typically requiring some previous training or experience. This includes a limited knowledge of the structure, workflow, and disposal functions of the organization served.

In addition, some of the work requires:

- basic knowledge of cash processing instructions, practices, and procedures and skill to operate a cash register or adding machine to collect, verify, and deposit payments received from the sale of surplus property;
- knowledge of arithmetic to perform simple calculations using basic formulas; and/or
- limited knowledge of one or more property disposal data base systems to perform basic tasks such as entering, correcting, and retrieving routine information.

Employees use this knowledge and skill to perform routine property disposal clerical tasks or duties.

Illustrations:

- Employees review excess property screening request forms from Federal or State activities for completeness (e.g., signatures and dates). They return requests for completion or issue screening authorization cards to activities. They maintain suspense files of cards by assigning control numbers and expiration dates. Prior to a card's expiring, they notify activities to renew or cancel their screening authority.

- Employees perform a variety of clerical duties supporting surplus property sales. For example, they:
 - assign bid numbers to customers and direct them to property screening areas before sales;
 - record bids and awards made during sales;
 - check sales contracts, title documents, and other material to ensure they include the types, quantities, and prices of property items purchased and the names, addresses, and signatures of buyers;
 - control and maintain established files of catalogs, contracts, shipping and removal records, and other sales material; and/or
 - answer questions concerning issues such as property screening procedures, and sale dates, times, and locations using information readily available in files and guidelines.

Periodically, employees also perform cash processing duties including collecting and verifying payments, issuing receipts to buyers, balancing cash registers against receipts, locating and correcting errors, and preparing vouchers or bank deposits.

- Employees code information from excess and surplus property receipt, transfer, and sale documents for input into property disposal data base systems. They separate and disseminate computer generated property status lists to the appropriate functional areas and/or employees. They maintain and update various paper and computer files of excess or surplus property inventories and answer inquiries about local property availability based on information readily available in the files.

Level 1-3 -- 350 points

The work at this level requires knowledge of standardized property disposal procedures, regulations, or operations. This includes knowledge of a full range of property types and classes, and/or the rules, procedures, and other instructions associated with one or more property disposal functional areas (e.g., utilization, donation, or marketing).

Some of the work also requires knowledge of cash and payment processing and accountability procedures, regulations, and computations for a variety of property sale transactions.

In addition, most of the work requires knowledge of the functions of one or more property disposal and/or supply automated data base systems and the ability to enter and adjust factual information, research and correct errors and discrepancies, and retrieve a wide range of data, records, and reports.

Employees use this knowledge and ability to perform a full range of standard clerical assignments and to resolve recurring problems.

Illustrations:

- Employees explain excess and surplus property screening and requesting procedures to Federal, State, and donee customers. They review property request documents for proper authorizations, quantities, acquisition costs, and stock numbers. They periodically generate reports of property items issued by local offices and calculate the quantities of line items transferred and total acquisition cost savings. They reconcile discrepancies in the reports with information from issue documents.
- Employees review payment records to ensure fees and charges have been paid before releasing purchased property from the local holding activity to buyers. They maintain accountability records of the types and values of property removed by buyers for fee computation and general contract administration. They record and compute--
 - quantities of property removed including hazardous and recyclable material, precious metals, and reimbursable property;
 - weights and prices of certain property items such as scrap material; and/or
 - quantities of property picked up late or never removed.
- Employees maintain accountability records of the proceeds from a variety of contract sales. They--
 - collect and verify bid deposits and payments for property purchases and default charges;
 - issue refunds to property buyers and reimbursements to Federal activities;
 - compile reports about the total sale proceeds, reimbursements, refunds, unpaid accounts, buyer identification, owning Federal activities, and property types and quantities;
 - reconcile proceed and payment discrepancies in computer records with information from sale contracts, payment and refund receipts, nonpayment documents, and reimbursement vouchers; and
 - answer questions from property bidders and buyers and Federal activities concerning sale, payment, or account status; awards made; bidding and awarding procedures; and/or storage fee, refund, and reimbursement calculations.
- Employees compile surplus sale catalogs. They review groups of edited property descriptions and arrange them in prescribed formats. Depending on the types of property and sale methods involved, they determine the standard terms, clauses, instructions, provisions, and bidder requirements to include in the catalog. They prepare catalog covers, indices, location directories, and tables of the current market prices of sale items from information provided by higher graded employees.

- Employees maintain surplus sale catalog subscriber lists. They add, reinstate, and suspend subscriptions; add or delete catalog requests for specific property types or sale locations; and answer general questions such as procedures for subscribing. If subscribers request catalogs for general property classes (e.g., fuels, aluminum, or desks), the employees determine which catalog best fits their needs (e.g., hazardous material, scrap metal, or furniture). They input all information into data bases, generate and issue bidder cards, and correct routine system rejects.
- Employees enter property disposal information into a central computer data base system supporting utilization, donation, and marketing functions. They generate reports of a variety of disposal information. They investigate and resolve recurring coding problems or system rejects such as incorrect dates for moving property items from one disposal stage to another, inaccurate property classes, or mis-keyed stock numbers or condition codes.

Level 1-4 -- 550 points

The work at this level requires knowledge of an extensive body of property disposal rules, procedures, or operations. In addition, most positions require an intensive knowledge of the--

- policies, objectives, and practices governing a property disposal functional or program area; and/or
- regulations and requirements involved in the disposal of particular categories or classes of property.

Employees use this knowledge to perform a wide variety of interrelated and nonstandard procedural assignments and resolve a wide range of problems. This knowledge is also used to perform routine aspects of higher level work where assignments include individual case problems in a limited segment of a major disposal program area.

Illustrations:

- Employees review reports of common use excess property for technical accuracy. They inspect property and make changes to reports to describe the identities and conditions of items correctly. They prepare and maintain lists of Federal agency and donee property needs and compare this to current excess inventories. They inform activities of available property and recommend to higher graded employees the potential uses, users, and repair needs of property items.
- Employees assist higher graded employees in planning and promoting sales by performing duties such as lotting, writing simple descriptions, preparing invitations for bids, or writing sale advertisements for high demand or common use property items. They review the accuracy of the property descriptions in draft sale catalogs and make corrections to avoid misdescriptions. They answer technical questions from the general public such as inquiries about the potential uses of sale items.

- Employees assist higher graded employees in conducting a variety of sealed bid sales. They--
 - abstract bids and ensure they contain correct property information, accurate calculations and deposits, and required permits, licenses, and end use certificates;
 - conduct reference checks on bidders by calling State governments to verify permits and checking case files to ensure bidders are clear of default or debarment charges;
 - notify bidders concerning unpaid bills from previous sales, bidding errors, missing information, or property withdrawn from sales;
 - prorate bids made for several different sale items and compare results with other bids to determine high bidders;
 - prepare sale contracts with the appropriate clauses and conditions for the types of property items sold; and
 - answer questions from bidders concerning standard contract requirements and procedures for computing market values, bids, and deposits.
- Employees bill buyers and monitor the payments received for property items sold on term contract sales. They review reports from holding activities of the amounts and values of property removed by buyers and correct errors in computations. They determine total monthly charges by calculating quantities removed, current market prices, storage fees, refunds (including interest gained), and other special factors stipulated in contracts. They inform higher graded employees of problems with buyers (e.g., unpaid bills or improper property removal) and assist in resolving them by performing duties such as issuing letters of default or contacting buyers concerning noncompliance. They answer procedural inquiries from property buyers and employees at holding activities. They resolve account discrepancies at contract closings.
- Employees research, reconcile, and provide advice on correcting a broad range of data base rejects and record discrepancies for many different types of property disposal actions. They adjust national excess and surplus property accountability records and reconcile property control documents. They maintain records and correct errors involving property--
 - descriptions, locations, values, conditions, units of issue, identification numbers, and quantities;
 - hazardous material data;
 - excess and surplus reports;
 - requests, transfers, and releases;
 - condition changes;

- withdrawals from disposal stages;
- inventories at State and donee activities;
- acquisition cost savings and sale proceeds; and/or
- billing and payment accounts.

FACTOR 2, SUPERVISORY CONTROLS

Level 2-2 -- 125 points

The supervisor makes continuing or individual assignments by indicating what is to be done, limitations, quality and quantity of work expected, deadlines, and priority of work. The supervisor provides additional, specific instructions for new, difficult, or special assignments including suggested work methods or advice on source material.

The employee independently carries out recurring assignments without specific instruction. The employee refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor or higher graded employee for decision or help such as applying new procedures, answering nonroutine questions, or reviewing disposal documents for unfamiliar property types.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. The supervisor may check that property files, records, and payment accounts are up-to-date or balanced and data base rejects are minimal and corrected within deadlines. Review of the work increases with more difficult assignments if the employee has not previously performed similar work.

Level 2-3 -- 275 points

The supervisor defines the objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. The employee independently performs assignments such as describing and lotting common use property items, resolving problems involved in calculating and monitoring the payment of fees and charges, analyzing and correcting difficult data base reject errors, or searching national disposal files for a variety of property items.

The supervisor evaluates completed work for technical soundness, appropriateness, and conformity to policies and requirements. The methods used in arriving at the end results usually are not reviewed in detail.

FACTOR 3, GUIDELINES

Level 3-2 -- 125 points

Instructions and procedures for doing the work are readily available and clearly applicable to most property disposal transactions. The employee uses agency disposal policies and procedures; utilization, donation, and marketing handbooks and manuals; tables and charts of current market prices for specific property types; hazardous material and contracting regulations; automated system instructions; and precedent cases.

The number and similarity of guidelines and work situations require the employee to use judgment in locating, selecting, and applying the most appropriate instructions, references, or procedures. The employee may make minor deviations in guidelines to adapt to specific cases. The employee refers situations in which the existing guidelines cannot be applied or significant deviations must be made to the supervisor or higher graded employee.

Level 3-3 -- 275 points

Guidelines are the same as Level 3-2 but, because of the nature of the assignments, they lack specificity, frequently change, or are not completely applicable to the work requirements, circumstances, or problems.

The employee uses judgment in interpreting and adapting guidelines to apply to specific situations such as correcting complex data base rejects or resolving problems with buyers who have removed the wrong property items. The employee analyzes the results of applying guidelines and recommends changes.

FACTOR 4, COMPLEXITY

Level 4-2 -- 75 points

The work consists of various related steps, processes, or methods concerned with a full range of standard property disposal actions that may include:

- searching for a variety of property items in excess and surplus property computer or paper files by stock numbers, property names, or locations;
- reconciling balances of local property sale proceeds with lists of payments and deposits on receipts and contracts;
- using standard formulas to calculate the quantities, weights, or acquisition costs of a variety of property items;
- coding and entering basic property disposal information into data base systems;

- correcting data base rejects or record discrepancies that have readily apparent solutions; and/or
- answering routine procedural inquiries.

The employee decides what needs to be done by identifying the instructions and steps necessary to process the property disposal transactions. The employee chooses methods from among a few established procedural alternatives related to the specific property disposal assignment or problem. For example, in reviewing property disposal documents, the employee identifies the standard instructions and requirements associated with the transaction, property type, or sale method involved and ensures the appropriate kinds of information are provided. If problems exist, the employee must decide whether to contact originators for clarifications, return documents for corrections, or refer problems to higher graded employees.

The employee considers the types of property disposal transactions, entries, or methods; the processes characteristic of various disposal programs; the types of property, payments, or charges; and the readily available sources of information involved in each assignment. The employee selects and applies the appropriate standard instructions, procedures, and requirements.

Level 4-3 -- 150 points

The work consists of a wide variety of property disposal actions involving different and unrelated processes, procedures, and methods, typically in one or more property disposal program or functional areas. The transactions, questions, or problems usually lack specific procedures or information, require substantial research, or involve new or changing regulations, nonstandard requirements, or many different calculations. For example, the employee--

- checks the accuracy of reporting documents for a variety of common use property items by (1) inspecting the property, (2) reviewing requirements, (3) comparing this information with the item descriptions and condition codes provided, and (4) making changes to provide clarification or prevent mis-descriptions;
- researches a wide variety of disposal documents and reports to reconcile non-routine data base rejects, data discrepancies, or errors in sale proceed balances that are not readily apparent; or
- monitors the charges, payments, and removal of purchased property for many different types of sale contracts. This includes:
 - determining refunds, storage fees, and default charges by calculating factors such as property weights, number of days purchased property was stored and amount of space used, or interest gained on deposits; and
 - analyzing general contract provisions to find potential problems such as inappropriate property removal.

The employee decides what needs to be done by considering the characteristics of property items; requirements of disposal transactions, methods, stages, or data base systems; various disposal rules, regulations, and precedent cases; various sources of information such as employees from other disposal activities, agency and donee representatives, or property bidders and buyers; and other issues including agency property needs or standard contract terms and conditions.

The employee identifies and analyzes the nature of the assignments; relevant property disposal cases, records, and regulations; and other information obtained. The employee selects, adapts, and applies the most suitable practices, procedures, and methods to complete assignments and resolve problems.

FACTOR 5, SCOPE AND EFFECT

Level 5-2 -- 75 points

The purpose of the work is to apply, explain, and/or execute specific property disposal rules, regulations, and procedures. The employee completes standard clerical transactions in one or more property disposal functional areas such as reviewing disposal documents for missing information, searching local excess and surplus property records for specific items; verifying and maintaining records of cash deposits and payments; and answering routine procedural questions.

The work affects the accuracy of further processes performed by disposal and related personnel in various organizations. It also impacts the reliability of the organizations' disposal services provided to agencies, donation recipients, bidders, and/or buyers.

Level 5-3 -- 150 points

The purpose of the work is to resolve a variety of nonstandard property disposal transactions and problems in conformance with established criteria, methods, and practices. For example, the employee—

- assists higher graded employees with opening and analyzing sealed bids by abstracting bids, checking bid calculations, prorating single bids made for several sale items, and checking the authenticity of permits and licenses;
- reconciles complex record discrepancies and corrects information on national inventories and issue documents, or provides advice to lower graded employees on probable sources of errors and correction procedures; or
- gathers and compiles data from precious metal recovery activities concerning program problems requiring management analysis and resolution. Data may include amounts, types, locations, and values of metals recovered, proceeds received, recovery equipment serviced or purchased, and staff hours used.

The work affects the adequacy and efficiency of property disposal programs including utilization, donation, and/or marketing operations. Maintaining accurate records of data, such as sale proceeds, property allowances, purchased reimbursable property, and storage fees, affects the economic well-being of Federal activities, donee organizations, and property buyers. This may also affect the willingness of buyers to purchase property from the Government.

**FACTOR 6, PERSONAL CONTACTS
AND
FACTOR 7, PURPOSE OF CONTACTS**

Match the level of regular and recurring personal contacts with the directly related purpose of the contacts and credit the appropriate point value using the chart below.

Persons Contacted

1. Contacts are with employees (e.g., other support personnel and property disposal specialists) within the immediate organization, office, project, or work unit, and in related or support units.

AND/OR

Contacts are with members of the general public in very structured situations (e.g., the purpose of the contacts and the question of with whom to deal are relatively clear).

2. Contacts are with employees in the same agency, but outside the immediate organization. Persons contacted are from various organizational levels, engaged in different functions, missions, and kinds of work.

AND/OR

Contacts are with members of the general public as individuals or groups, in a moderately structured setting. The contacts generally are established on a routine basis. The exact purpose of the contacts may be unclear at first to one or more of the parties. One or more of the parties may be uninformed about the role and authority of other participants. Typical contacts include employees at various levels in serviced Federal activities, State government representatives, donation recipients, and property bidders and buyers concerned with property availability, status, and acquisition procedures.

Purpose of Contacts

- a. The purpose of contacts 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).

- b. The purpose of contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

P U R P O S E

C O N T A C T S		a	b
	1	30	60
	2	45	75

FACTOR 8, PHYSICAL DEMANDS

Level 8-1 -- 5 points

The work is sedentary and requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items.

Level 8-2 -- 20 points

The work requires some physical exertion such as long periods of standing or walking during property sales, or recurring moving, lifting, and carrying of moderately heavy items while lotting property or setting up displays.

FACTOR 9, WORK ENVIRONMENT

Level 9-1 -- 5 points

The work is performed in an office or similar setting requiring normal safety precautions from everyday risks or discomforts. The work area contains adequate light, heat, and ventilation.

Level 9-2 -- 20 points

The work regularly involves moderate risks or discomforts that require exercise of special safety precautions and use of protective hardhats, boots, goggles, gowns, masks, or gloves. For example, the employee may work in property disposal warehouses and scrap yards with moderate risks of exposure to elements that may include hazardous material or wastes such as solvents, acids, oil, fuel, pesticides, and medical equipment exposed to infectious diseases. Also, the employee may experience moderate discomforts when working in severe heat, wind, cold, or rain during property sales.