

OJT WORK PROCESS SCHEDULE (I)

PLANT TEST AND RECORDS CLERK

O*NET#: DOT: #822.361-030 AIMS#:0805

<i>Description</i>	<i>Approximate Hours</i>
A. Making Assignments Cell, frame and port; cable pair and pedestals; service class; address/map locations; and plant records/telephone number.	2,700
B. Testing Trouble ticket analysis; remote trouble testing; compare tickets with lockout report; and calibrate test equipment.	1,700
C. Customer Service Answering customer calls and explaining results to customers.	300
D. Records and Reports Prepare service orders; special circuits records; cross reference with billing records; correct description – equipment and factory records; add details to record remarks; time sheets; maintain equipment assignment records; and prepare trouble analysis reports..	1,300
Total Hours	<hr/> 6,000