

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
<input type="checkbox"/> Redescription	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Dept	<input checked="" type="checkbox"/> Field	Orlando, FL		Orlando, FL		NL09037002	
<input type="checkbox"/> Reestablishment		Other		7. Fair Labor Standards Act		8. Employment/Financial Stmt Required		6. CSC Certification No.	
Explanation (Show any positions replaced)		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Subject to IA Action	
		10. Position Status		11. Position is		12. Sensitivity		13. Competitive Level Code	
		<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Security)		<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		05-63	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Secretary (Office Automation)	GS	0318	05		
16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacancy, specify)					

18. Department, Agency, or Establishment	c. Third Subdivision
DEPARTMENT OF THE ARMY	INSTRUMENTATION DIVISION (ITT)
a. First Subdivision	d. Fourth Subdivision
STRICOM	
b. Second Subdivision	e. Fifth Subdivision
PM ITTS	

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional):

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
J. RUSSELL LONGENBACH Director, Instrumentation Mgt. Ofc	
Signature: Thomas E. Rudy Date: APR 94	Signature: _____ Date: _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.	22. Standards Used in Classifying/Grading Position
Typed Name and Title of Official Taking Action	US OPM PCS, GS-318, Secretary Series, dtd 1/79 US OPM TYPING & STENOGRAPHY GRADE-EVAL GUIDE, dtd 1/79. US OPM OFFICE AUTOMATION GRADE-EVAL GUIDE, dtd 11/90.
OZ CORBIN JR. Personnel Management Specialist	Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA, is available from the personnel office or the Commission.
Signature: _____ Date: APR 94	

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Position is at the full performance level.
BUS. 7777

25. Description of Major Duties and Responsibilities

SECRETARY (OFFICE AUTOMATION)
GS-0318-05

INTRODUCTION:

- a. This position is located in the Instrumentation Division of the Project Manager for Instrumentation, Targets, and Threat Simulators (PM ITTS) of Simulation, Training and Instrumentation Command (STRICOM).
- b. The purpose of this position is to coordinate administrative, secretarial and clerical tasks relative to the operation of the division.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Keeps supervisor's calendar; schedules appointments and conferences without prior approval; and briefs supervisor on subject matter of meeting/results of any applicable previous meetings. Performs comparable services for the division Project Directors.
- b. Receives telephone calls and visitors to the division. Determines purpose of call/visits; determines whether or not referral to supervisor or other Branch personnel is appropriate. Where referral is not necessary, provides information from readily accessible files or from personal knowledge; briefs supervisor/engineer/specialists on subject discussed.
- c. Processes incoming correspondence, referring items to supervisor as appropriate; establishes suspense file to assure timely reply action; composes routine correspondence concerning travel arrangements, maintaining suspense dates, coordinating visits and clearances, etc., composes non-routine correspondence, providing requested informative material on various projects by assembling responses for project files. Reviews outgoing correspondence for correctness and conformity with Army correspondence standards.
- d. Types a variety of correspondence (letters, memorandums, reports), working from rough drafts or transcriber and assuming responsibility for correct spelling, grammar, punctuation, format and factual accuracy. Employee is authorized to return to originator any correspondence requiring correction or clarification. After signature, employee distributes documents to appropriate action/information addressees.
- e. Uses word processing software and printing equipment to create, copy and edit material. Transcribes various correspondence and reports from handwritten drafts or verbal instructions into proper format, with responsibility for correct spelling, grammar, capitalization and punctuation. Transmits,

receives, and acknowledges electronic mail and messages, prints copies of incoming mail or messages.

f. Makes all necessary travel arrangements which include preparing travel orders, making hotel and rental car arrangements, requesting flight reservations, and maintaining communication with supervisor and other engineers while on TDY. Prepares travel vouchers and types trip reports upon return.

g. Establishes and maintains office files and records.

h. Prepares visual aid material and transparencies to display selected data.

i. Performs a variety of administrative functions such as ordering supplies, securing printing services, maintaining time and attendance records, preparing administrative/personnel action documents; and preparing recurring and special reports (i.e., staffnotes).

j. Supports lead division secretary as required.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of functions of division sufficient to direct callers and to process incoming correspondence (i.e., to provide information personally or to forward incoming material to supervisor/subject matter specialist).

- Knowledge of substantive meeting/conference subject matter sufficient to brief supervisor or specialists on purpose of scheduled meetings and on results of applicable prior meetings.

- Skill of a qualified typist to process the various items of correspondence originated by division personnel.

- Knowledge of office procedures/paperwork handling procedures sufficient to establish correspondence files, order supplies, obtain printing services, maintain time and attendance records, prepare administrative/personnel action documents, and prepare administrative reports for division.

- Knowledge of office automation systems in order to use several types of software for office needs. Skill in operating a keyboard to key data into an automated systems, to make appropriate corrections, store, retrieve, insert, delete data.

- A qualified typist is required.

FACTOR 2 - SUPERVISORY CONTROLS:

Supervisor makes initial assignments and provides general guidance concerning priority, deadlines and objectives. Employee is responsible for scheduling and organizing work to meet the

desired objectives. Completed work is reviewed for adherence to established procedures, accuracy and adequacy. Employee consults supervisor for problem resolution only when the most unusual or difficult problems are encountered. Otherwise the employee works independently within general written guidelines or oral instruction.

GUIDELINES:

Specific Army and local command correspondence, filing, administrative guidelines are available for reference. Employee must exercise judgement selecting appropriate guideline for each assignment and in referring situations without applicable guidelines to supervisor for resolution.

FACTOR 4 - COMPLEXITY:

In addition to typing, filing and correspondence review functions, the work includes such duties as ordering supplies, arranging for printing services, maintaining time and attendance records, arranging for travel, conferences and meetings, answering/referring telephone calls and visitors.

FACTOR 5 - SCOPE AND EFFECT:

Work assignments facilitate the work of other Division personnel by providing them with administrative, typing and clerical support. Supervisor involvement with incoming correspondence, telephone callers and visitors is reduced by employee's services.

FACTOR 6 - PERSONAL CONTACTS:

Contacts are with (1) operational components within STRICOM, (2) service groups within STRICOM and other Orlando commands; (3) civilian/military personnel of other Army commands elsewhere in CONUS; (4) all personnel within this Division and (5) miscellaneous personnel, i.e., personnel of rental car agencies, lodging establishments and contractors.

FACTOR 7 - PURPOSE OF CONTACTS:

To give/obtain information; to control replies to correspondence; and to obtain administrative or support services for the

FACTOR 8 - PHYSICAL DEMANDS:

Largely desk work, but can require walking, bending, lifting or light objects, such as books.

FACTOR 9 - WORK ENVIRONMENT:

Work is performed in a typical office environment.