

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station Orlando, FL	1. Agency Position No. NL09373	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code 05-63

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	SECRETARY (OFFICE AUTOMATION)	GS	318	5		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY	c. Third Subdivision PROJECT MGR FOR WARSIM (D)
a. First Subdivision US ARMY MATERIEL COMMAND	d. Fourth Subdivision USAMC STRICOM ORLANDO FL
b. Second Subdivision SIMULATION, TRAINING, & INSTRUMENTATION CMD	e. Fifth Subdivision PRODUCT MANAGER, FAMILY OF SIMULATIONS

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

I certify that this is an accurate statement of 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor PATRICK G. SPANGLER, DPM FAMSIM	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature: Patrick G. Spangler Date: 10/1/94	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 U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Secretary Series, GS-318, Jan 79; and Office Automation Clerical and Assistance Series, Nov 90
Typed Name and Title of Official Taking Action JAMES E. SHIFLETT, COL, AR, PM CATT	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 U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature: James E. Shiflett Date: 10/1/94	

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Position is at the full performance level.. BUS:7777

JOB DESCRIPTION

INTRODUCTION

This position is in the Office of the Product Manager for Family of Simulations (PM FAMSIM), under the Project Director for Combined Arms Tactical Trainer (PM CATT). PM FAMSIM manages the acquisition of Combined Arms Constructive Training Simulations and related systems.

MAJOR DUTIES

1. Participates in the management of an organization by performing routine administrative and clerical work. Based on a good working knowledge of the office and the programs under the supervisor's control, the employee resolves problems associated with the administrative and clerical work of the office.

- Receives calls, greets visitors, and directs to supervisor or other staff members only those contacts needing their attention or action. Takes care of routine matters and on the basis of knowledge of the programs and functions, project assignments, internal procedures and relationships, and current work status, refers other inquiries to appropriate personnel. Personally responds to routine and nontechnical requests for information, such as status of reports, suspense dates, and similar information readily from files. Maintains supervisor's calendar and schedules appointments based on knowledge of supervisor's interests and commitments.

- Composes correspondence on administrative and clerical functions of the office. Composes routine correspondence on other subjects as outlined in regulations and procedures or specifically requested by supervisor. Reviews outgoing correspondence for procedural and grammatical accuracy and return to originator for required corrections.

- Receives and reviews all incoming mail for the organization. Determines which items should be brought to the attention of the supervisor and those that should be sent directly to other staff members for action. Reviews outgoing mail for enclosures, dates, signature, complete addresses, and destinations. Maintains suspense records on all correspondence and actions documents and follows up to ensure a timely reply or action.

- Prepares in final form all types of documentation and forms incidental to office management. Prepares travel order requests and all associated actions and documentation.

- Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new or revised procedures. Provides guidance and assistance on applicable administrative procedures, instructions,

and regulations to other personnel within the organization as required.

- Establishes and maintains files; revises and disposes of files following government procedures. Maintains reference files of frequently consulted regulations, policies, directives, and other material. (75%)

2. Operates a computer terminal and a variety of application software to produce in final form from written material, brief instructions, and/or voice recordings narrative and tabular materials such as correspondence, travel documents, personnel actions, etc. Utilizes knowledge of regulations and procedures in determining the number of copies required and arranging material in proper format. Proofreads completed work for accuracy in spelling, grammatical constructions, and punctuation, and checks to assure presence of necessary enclosures. (25%)

PERFORMS OTHER DUTIES AS ASSIGNED.

1. KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-3 350 PTS

Knowledge Type III

Knowledge of the substantive programs of the organization as they related to the clerical and administrative functions of the office. Knowledge of the duties, commitments, goals and priorities of the supervisor and organizational staff members to perform assigned tasks and advise other clerical support personnel of such matters as the application of instructions and regulations and their effect on the work of the staff. Knowledge of spelling, punctuation, capitalization, arrangement, grammar, and required formats. Skill in operating a computer terminal and various software packages to produce documents in final form. A qualified typist is required.

Work Situation A

The organization may be subdivided into subordinate elements responsible for specific programs or projects assigned to the organization. Internal procedures and controls are normally established for recurring actions. The supervisor usually coordinates the work of the organization through face-to-face discussions with the staff.

SUPERVISORY CONTROLS LEVEL 2-3 275 PTS

The supervisor makes work assignments in terms of general instructions and desired results. The employee plans and carries out duties independently within the scope of established procedures and practices. The supervisor spot checks work for adequacy and compliance with instructions.

GUIDELINES LEVEL 3-2 125 PTS

