

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL10930L

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	

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	OFFICE AUTOMATION ASSISTANT	GS	326	05	BP	24 APR 98
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 (DA)	c. Third Subdivision DIRECTORATE FOR LOGISTICS (L)
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision CONSTRUCTIVE SIMULATION DIVISION (LC)
b. Second Subdivision SIMULATION, TRAINING, & INSTRUMENTATION CMD	e. Fifth Subdivision

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

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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
HARRY V. BRANN, CHIEF, CONSTRUCTIVE SIM DIV

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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
**US OPM PCS FOR OFFICE AUTOMATION, GS-326;
US OPM GEG FOR OFFICE AUTOMATION.**

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.

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 (See Attached)

INTRODUCTION

This position is located in the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers.

MAJOR DUTIES

Incumbent is responsible for performing office automation and specialized clerical functions in support of the organization assigned. Utilizes a variety of personal computer based hardware components, peripherals, and software.

1. Office automation duties:

- Utilizes word processing software which permits creation, formatting, modification, and electronic printing of a variety of documents. Prepares correspondence of a routine nature based upon readily available information or instructions provided by the supervisor. The material will range from messages, letters, reports, endorsements to a wide variety of administrative functions in support of the office mission. Incumbent makes formatting, editorial, grammatical, and spelling and punctuation changes to documents. Utilizes graphics software and creates, modifies, and electronically prints graphics documents and charts for use in briefings and as enclosures to reports, correspondence, providing draft or final copy output as required.

- Utilizes spreadsheet software and creates, maintains, manipulates data and calculates numerical data to provide a variety of electronically printed reports.

- Utilizes database applications or software, inputs and updates database information as required, makes standard and ad hoc queries and retrieves information for use in preparation of standard and nonstandard reports. Maintains various databases such as customers, security reviews, and similar areas for the organization.

- Utilizes desk top publishing software packages, prepares final reports/correspondence that merge graphs and text together into a final output. Prepares charts showing a wide variety of data for briefings.

- Utilizes electronic mail software. Receives and distributes electronic mail for the unit, and sends electronic mail correspondence to other elements as required in support of daily operations. Transmits electronic messages to HQDA, HQAMC, and other off post organizations. Uses the command's local area network (LAN) to send and receive electronic mail within the command.

- Maintains an automated suspense tracking system for the office and reports to supervisor/action officers on due dates and delinquencies.

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2. General Administrative and Clerical Support Duties:

- Prepares requests for TDY, processes clearance requests, prepares travel vouchers and itineraries, and standard forms (e.g., personnel request forms, training and travel forms, etc.) makes reservations, etc. Maintains adherence to proper format and procedures for such travel related items.

- Establishes, maintains, classifies, and prepares cross-reference (when applicable) a variety of subject matter files, arranges alphabetically, numerically, or chronologically, containing correspondence, reports, memoranda, miscellaneous data. Both classified and unclassified material may be included, requiring a knowledge and application of security regulations. Periodically segregates, screens, selects, and assembles file material for destruction or transfer to a records depository, in accordance with established instructions, procedures, etc.

- Receives and reviews incoming mail, directives, orders, bulletins, etc., and determines which supervisor should review and which may be handled personally, making determinations according to subject matter and familiarity with office procedures. Establishes suspense dates and maintains suspense log on mail received and on correspondence and recurring reports originating in the office. Reviews and checks out-going mail for completeness, compliance with suspense dates, general format, complete address, signature, etc., making determination as to whether documents should be hand-carried or sent through regular mail channels.

- Receives visitors and telephone calls, both local and long distance, for the organization. Identifies party calling and nature of business or inquiry and refers caller to proper source or gives out information of a non-technical nature, which is available from files or other personal knowledge. Makes personal and telephone contacts with various individuals and organizations, relaying information regarding administrative policies/guidance, incorrect or incomplete information furnished, etc.

40%

Performs other duties as assigned.

Factor 1. Knowledge Required - FL 1-3 - 350 Points

- Knowledge of office functions and procedures.

- Knowledge of grammar, spelling, punctuation, capitalization, forms, syllabification, a wide variety of formats, and terminology common to the Division for which the work is done.

- Knowledge of several types of office automation software packages, practices, and procedures, and ability to apply these knowledges and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill to operate an electronics type-writer, word processor, and/or personal computer, using a standard type-writer style keyboard with additional functional keys to produce work accurately and efficiently. Skill in operating related equipment such as printers and modems. A qualified typist is required.

Factor 2. Supervisory Controls - FL 2-3 - 275 Points

Incumbent works independently to plan and carry out steps for completing assignments IAW established office instructions and office automation. The incumbent uses own initiative to resolve problems when current practices or deviations are the cause. Coordinates resolution with other employees involved or affected by the problem. Supervisor provides general guidance consisting of policy and objectives.

Factor 3. Guidelines - FL 3-2 - 125 Points

Guidance include both detailed step-by-step instructions for specific office automation tasks and more general procedural guidelines in the form of software manuals and tutorials, Army correspondence procedures, style manuals, technical dictionaries. Incumbent must select and apply detailed instructions for each office automation task or function. For tasks not covered by specific guidelines, the incumbent must search more general guidelines and uses judgment as to which specific steps to apply. Situations in which existing guidelines cannot be applied are referred to the supervisor.

Factor 4. Complexity - FL 4-3 - 150 Points

The work involves using several different types of software packages for different office needs. Assignments typically include a broad range of office automation duties such as using word processing and graphics software to prepare reports and briefing documents and using spreadsheet software to maintain the Division's numerical data. Incumbent applies judgment in which type of software to use for the task at hand. Also develops procedural guidance of office automation tasks and corrects problems with current procedures, as necessary.

Factor 5. Scope and Effect - FL 5-1 - 25 Points

The purpose of the work is to perform specific, recurring tasks required to maintain electronic records, e.g., database, spreadsheets, and calendars and/or to produce various items, e.g., correspondence, statistical reports, reports, memos, in draft or final form according to most recent data. Production usually includes steps such as: selecting and adhering to the proper format; determining

the spacing and arrangement of material; making entries to and retrieving data from electronic records, and checking references, distribution requirements, grammar, punctuation, and spelling.

Factors 6. & 7. Personal Contacts and Purpose of Contacts
+ FL 2A - 45 Points

- Incumbent contacts employees at various levels throughout the command who are involved in or affected by integrating or changing automated office procedures.

- Incumbent exchanges information about the assignment or methods to be used to complete the assignment, e.g., to clarify terminology, determine priorities of projects, discuss additions or revisions.

Factor 8. Physical Demands - FL 8-1 - 5 Points

The work is sedentary and requires no special physical demands.

Factor 9. Work Environment - FL 9-1 - 5 Points

The work involves minimal risks and observances of safety precautions typical of office settings.

Total Points: 980 (GS-5 Level)