POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: NL10975001

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: ORLANDO, FL

5. Duty Station: ORLANDO, FL

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [ ] Yes [X] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1- Non-Sensitive [ ] 3- Critical Sensitive [X] 2- Noncritical Sensitive [ ] 4- Special Sensitive

13. Competitive Level Code: 0563

14. Agency Use:

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	0318	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)*: JUDITH E WALSH

18. Department, Agency, or Establishment: DEPARTMENT OF THE ARMY (DA)

a. First Subdivision: U.S. ARMY MATERIEL COMMAND (AMC)

b. Second Subdivision: SIMULATION, TRAINING, & INSTRUMENTATION CMD

c. Third Subdivision: DIRECTORATE FOR LOGISTICS (L)

d. Fourth Subdivision: LOGISTICS OPERATIONS OFFICE (LA)

e. Fifth Subdivision:

Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor: JOHN E. LAHR, LOGISTICS OPERATIONS OFFICE

Signature: [signature] Date: 27 Apr 98

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

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.*

Typed Name and Title of Official Taking Action: JAMES B. GODWIN, CHIEF OF STAFF

Signature: [signature] Date: 27 Apr 98

22. Position Classification Standards Used in Classifying/Grading Position:

US OPM PCS FOR SEC SERIES, GS-318;
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	INITALS	DATE	INITIALS	DATE	INITALS	DATE	INITALS	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. Serves as the focal point for administrative actions between the Division and other organizational elements.

MAJOR DUTIES

The incumbent assists the supervisor by relieving the Division Chief of clerical and administrative support work such as:

1. Receives all visitors and telephone calls to the supervisor. Ascertains the nature of call or business of visitors and determines appropriate action. Refers important business or high-ranking visitors to the supervisor. When that is not practical, take messages for their attention or makes later appointments for visitors. Refers business requiring an engineering qualified response to the appropriate technical area within the organization. The incumbent is authorized to give out administrative and readily available information to callers upon determination of their right to receive it.

- Keeps the supervisor's calendar and schedules appointments and meetings upon own initiative based upon personal knowledge of the supervisor's workload and current issues of importance. Reminds supervisor of appointments and briefs supervisor on the matters to be considered before the scheduled meeting. On own initiative reschedules appointments when it becomes apparent that supervisor will not be able to meet previous schedules.

- Responds to requests for information concerning Division functions. Personally prepares responses on schedule from source material. Searches for, assembles and summarizes information as required from files and documents. Anticipates need for information and systematically prepares material so that it is immediately available for supervisor's needs. In the absence of the Division Chief, in cases that it would normally receive their personal attention, assumes responsibility for ensuring that requests for action or information are made known to responsible Division personnel who can satisfy the request. Follow up on required actions and informs the supervisor of their status. When the Division Chief is absent but assessable, decides whether important or emergency matters should be brought to the Chief's attention.

35%

2. Arranges for conferences, including such matters as location, schedule, agenda, and attendance list. Assembles background material for the Chief.

- Receives and controls mail routing items directly to the appropriate office for action, assembling background information before routing mail to the supervisor, and notifying the supervisor of pending delays and their reasons.

- Reads incoming correspondence, publications, and directives which may affect the Division. Determines those that can be acted upon personally and takes necessary action. When necessary, uses initiative to obtain clarification of instructions from originating offices or appropriate focal points. Determines which are of importance or interest to the Division Chief and refers them accordingly.

- Reviews outgoing correspondence for signature of the supervisor for proper format, conformance with procedural instructions, grammar, typographical accuracy and necessary attachments. Returns such communications to originator for correction when not in conformance with known policies, or when correspondence regulations have not been followed. Advises and instructs author to obtain higher degree of compliance with general Division policies and correspondence regulations.

25%

3. Assists the supervisor's subordinates in the procedural aspects of expediting the work of the office, including distributing the workload of clerical help to take care of fluctuating workload; explaining report requirements and arranging for submission of data to be assembled by the incumbent into general reports; and informing and instructing clerical personnel concerning procedures for preparation of correspondence.

- Makes necessary arrangements for travel, arranging schedules of visits, making reservations, notifying organizations and officials to be visited, and submitting travel vouchers and reports.

- Signs routine correspondence of a non-technical nature in supervisor's name or in own name.

- Organizes and maintains files and records, manuals, handbooks and other related materials.

- Serves as timekeeper for personnel in the Division.

25%

4. Uses multiple office automation software with varied functions to produce a wide range of documents that often require complex formats, such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising existing databases or spreadsheets. Independently plans and performs complex office automation duties requiring different approaches and methods from one assignment to another, such as using different packages to: edit lengthy and complicated reports; collect, select, organize, and provide information; track the status of a number of projects assigned to the organization; and resolve incompatibility problems in transferring text from one software package to another when menu options and specific software instructions are not available. Develops methods and procedures for office automation tasks, and identifies and solves problems in existing methods or procedures. Uses word processing software to create, copy, edit, store, retrieve, and print forms, memos, and letters; uses database or spreadsheet software to create, enter, revise, sort or calculate, and retrieve data for reports; and uses graphic software to provide graphs and charts for reports and presentations. Transmits and receives documents and messages electronically using personal

computers or workstations that are networked or linked to other computers or workstations.

15%

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position
FL 1-4 - 550 Points

Knowledge Type III

- Knowledge of the duties, priorities, commitments, policies and program goals of the Division Chief, and staff to perform nonroutine assignments such as locating and summarizing information from files and documents as required or in anticipation of supervisor's needs.

- Skill in advising secretaries and other clerical support concerning such matters as the application of various procedures and reporting requirements to other units.

- Knowledge of several types of office automation software packages, practices, and procedures, and ability to apply these knowledge's 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 typewriter, word processor, and/or personal computer, using a standard typewriter 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.

- 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.

Work Situation B

The Division has a formalized system of internal procedures including extensive reporting requirements. Coordination of the projects is difficult to maintain. The Division includes positions performing research and development work. The Division plans, formulates, manages and executes advanced development programs in the area of simulation, training and instrumentation of training devices and weapons.

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

The incumbent works under the general supervision of the Division Chief. The supervisor sets priorities and deadlines for some specific assignments. The incumbent plans and carries out the assignments in accordance with the established policies and practices of the office. The incumbent based on knowledge of the overall functions and projects of the Division sets priorities and deadlines for the day-to-day workflow of the office.

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

Guides include dictionaries, style manuals, and agency instructions concerning such matters as correspondence, time and leave regulations, etc. The incumbent uses judgement to select the guideline that is appropriate for the specific situation. When existing guidelines cannot be applied, the incumbent refers the problem to the supervisor or to a specialist qualified to handle it.

Office automation guidelines include detailed or established procedures applicable to administrative processes, office automation manuals, directives, previous reports, and other references. The employee uses judgment in locating, selecting, and applying the most appropriate authorized alternative among the various guidelines covering specific cases. Significant deviations are referred to the supervisor.

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

The work involves different and unrelated processes and methods. Decisions regarding what needs to be done are based on secretary's knowledge of the duties, priorities, commitments, policies, and program goals of the Division Chief and staff and involve analysis of the subject, phase or issues involved in many individual situations.

Factor 5. Scope and Effect - FL 5-2 - 75 Points

The incumbent ensures that the clerical and administrative work of the Division conforms to the appropriate policies and procedures. The incumbent reviews the work of others and gives advice concerning procedural requirements. The

degree to which this is done well affects the reliability and acceptability of the work produced.

Factor 6. Personal Contacts - FL 6-3 - 60 Points

Contacts include employees of Division, STRICOM, and high level officials both within the agency and in other agencies who deal with the Division on a wide variety of matters.

Factor 7. Purpose of Contacts - FL 7-2 - 50 Points

The purpose of the work to plan and coordinate the work of the supervisor's office.

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

The work is sedentary. There is some carrying of light items such as papers and files.

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

The work is performed in an office setting.

Total Points-1295