

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

1. Agency Position No.  
NL 11905

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 checked="" type="checkbox"/> Yes <input 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)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
13. Competitive Level Code 0306				
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	Office Automation Clerk	GS	0326	03		
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 Various STRICOM Organizations
a. First Subdivision U.S. Army Materiel Command (AMC)	d. Fourth Subdivision
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)	e. Fifth Subdivision

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  
JAMES B. GODWIN, COL., CHIEF OF STAFF

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

Signature \_\_\_\_\_ Date 6/19/00

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 Office Automation Clerical and Assistance Series, GS-0326, Nov 90; USOPM PCS Office Automation GEG, Nov 90

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

Signature \_\_\_\_\_ Date 6/19/00

**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 full performance level.  
BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

OFFICE AUTOMATION CLERK GS-0326-03

MAJOR DUTIES:

1. Provides office automation and clerical support duties for the supervisor and the staff of the office assigned. Operates a personal computer with varied keyboard procedures to type a wide variety of materials such as letters, reports, and forms applying proper format, arrangement, and processing procedures. Office automation software includes standard word processing functions. Compiles data and types assigned reports, completes forms or other materials. Uses automation software to prepare spreadsheets, charts, graphs, etc. Work may be prepared in final form or draft as specified or required by the nature/use of the material. Responsibilities include selection and application of appropriate procedures, correct abbreviations, spelling, grammar, punctuation, assembly of attachments, and other related clerical processes. 50%
2. Performs duties to maintain a smooth flow of work which may include the following: making travel arrangements, setting up conferences, obtaining office supplies, maintaining files and other reference materials. Maintains files of directives, administrative procedures, technical guides, reference materials, and other publications as required. Files correspondence, reports, and other office materials according to established procedures; locates and assembles requested materials. Receives incoming correspondence, reports, and work requests, and routes material to proper staff members. Operates suspense system to monitor and control timely completion of suspense documents. Receives visitors and telephone callers; takes and refers messages, or refers customers to proper staff members. 50%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION – LEVEL 1-1 – 200 POINTS

Knowledge of office automation equipment to use standard software programs for various office needs. This includes knowledge of word processing procedures, function keys for producing typed material, and operation of related equipment such as printers, FAX, and other office machines. A qualified typist is required.

General knowledge of organizations to distribute mail, maintains suspense files, and refer telephone callers and visitors.

Knowledge of grammar, spelling, capitalization, punctuation, and required formats to prepare correspondence and reports.

Knowledge of office files to locate or file material, and assist with files maintenance.

FACTOR 2. SUPERVISORY CONTROLS – LEVEL 2-2 – 125 POINTS

Receives oral or written instructions concerning work assignments, priorities, and office procedures. Works according to established procedures, independently in carrying out routine assignments, and refers problems or new situations not covered by guides to the supervisor or higher graded employees for further instruction. Work is checked for compliance with established procedures and applicable regulations.

**FACTOR 3. GUIDELINES – LEVEL 3-1 – 25 POINTS**

Guidelines include regulations, dictionaries, style manuals, instructional manuals, and standard operating procedures of the office. Work is carried out in accordance with detailed procedures and instructions for day-to-day, routine assignments. Any situations, which may require a deviation from the normal procedures, are referred to the supervisor.

**FACTOR 4. COMPLEXITY – LEVEL 4-2 - 75 POINTS**

The work involves using automation equipment and specific software packages to type and/or produce office correspondence, reports, charts, etc. Employee must recognize the difference in existing procedures and applications and make choices from among established alternatives. Decisions are based on knowledge of procedural requirements of the work coupled with an awareness of the specific functions and assignments of the staff.

**FACTOR 5. SCOPE AND EFFECT – LEVEL 5-2 – 25 POINTS**

The purpose of the work is to provide clerical and office automation support to facilitate the work of office staff.

**FACTOR 6/7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS – LEVEL 1A – 30 POINTS**

Contacts are with originators of the work, co-workers, telephone callers, and visitors. Contacts are for the purpose of receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems, and delivering completed work.

**FACTOR 8. PHYSICAL DEMANDS – LEVEL 9-1 – 5 POINTS**

The work is sedentary. Some standing and carrying of light objects is required.

**FACTOR 9. WORK ENVIRONMENT – LEVEL 9-1 – 5 POINTS**

The work is performed in an office setting.

**TOTAL POINTS - 490**