

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		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. NL12204	
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		13. Competitive Level Code 0503	
Explanation (Show any positions replaced) Replaces: NL11376		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		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		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 Assistant	GS	0326	05	J.P.	1 Mar 01
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 Locations

a. First Subdivision
U.S. Army Materiel Command (AMC)

d. Fourth Subdivision

b. Second Subdivision
U.S. Army Simulation, Training and Instrumentation Command

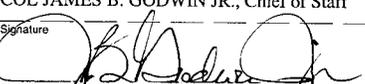
e. Fifth Subdivision

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
COL JAMES B. GODWIN JR., Chief of Staff

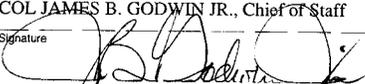
Signature:  Date: 2 Mar 01

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
COL JAMES B. GODWIN JR., Chief of Staff

Signature:  Date: 2 Mar 01

22. Position Classification Standards Used in Classifying/Grading Position

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

INTRODUCTION

This position is located in the office of the Project Manager for Training Devices, 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 training systems. 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. The position is responsible for performing clerical and administrative support functions within the Directorate.

MAJOR DUTIES

Provides office automation support and performs both procedural and substantive clerical work for the organization. Uses word processing and other types of software (spreadsheets, database, graphics, etc.), to process and produce a wide range of documents, some of which require complex formats, in support of office automation functions. Representative examples include creating, editing, and reformatting reports requiring advanced functions such as those required to generate tables of contents, statistical data with multiple columns, technical directives, correspondence, and lists of exhibits; using database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for standard or special reports; and using graphics software to provide graphic symbols, charts, and graphs. May transmit, receive, and acknowledge various information such as electronic mail, and messages. Prints hard copies or routes to other terminals as necessary. Responsible for correct grammar, spelling, capitalization, punctuation, and terminology used in the office. _____ §

2. Prepares a variety of reports. Collects data from various source documents, files, records, and staff personnel; compiles information including narratives and tabulations, in proper format for presentation; assures correctness, consistency, and completeness. Investigates apparent inconsistencies and discrepancies, checking with originators, reconciling and adjusting irregularities, if possible and referring those not reconciled to supervisor. Obtains and assembles records, reports, documents and charts for use in meeting and conferences. Checks form, format, grammar, arrangement, presence and order. _____ §

3. May perform one or more of the typical following duties: Receives telephone calls or visitors to the office. Determines purpose and whether referral to supervisor or other personnel is appropriate. Where referral is not necessary, provide information from readily accessible files or from personal knowledge. Advises appropriate personnel on subjects discussed. Processes incoming correspondence, referring items to supervisor/other personnel as appropriate. Composes routine correspondence pertaining to administrative matters such as travel arrangements, coordinating visits and clearances, request for supplies, etc. Makes arrangements for conferences and meetings, including scheduling conference facility, providing necessary materials and equipment, notifying participants and preparing agenda (to include incorporating verbal or written suggested agenda items from participants). Establishes and maintains office files and records; prepares visual aid material, including charts, tables and transparencies to display selected area. Performs a variety of administrative functions such as ordering supplies, securing printing services, maintaining time and attendance records, using telecopier. Picks up and distributes mail and travel orders as necessary. Make necessary travel arrangements that include preparing travel orders/travel claims and making airline, lodging, and rental car arrangements. Responsible for obtaining the most effective and efficient travel arrangements.

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Performs other duties as assigned

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION
FL 1-3 - 350 POINTS

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

- 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.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 POINTS

Works under general supervision. Incumbent is expected to perform duties in response to stated objectives, and various written general guides and procedures. Supervisor provides instructions on new or changed requirements, but otherwise expects incumbent to complete assignments on own initiative. When current practices or deviations in an assignment cause problems, the incumbent uses own initiative to resolve them and coordinates efforts with other employees involved in or affected by the substandard procedures. Work is evaluated for technical soundness, usefulness, and conformance with office operating requirements and needs. The method used to produce work is generally reviewed.

FACTOR 3. GUIDELINES - FL 3-2 - 125 POINTS

Guidelines include detailed or established procedures applicable to recordkeeping, correspondence, etc., 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 4-2 - 75 POINTS

Performs a variety of office automation and related clerical and administrative duties. Reviews assigned tasks to determine appropriate action to be taken on the nature of the subject matter. Employee arranges the material in various formats, assembles the material in proper order, and uses files and other references to check information such as dates and other data.

FACTOR 5. SCOPE AND EFFECT - FL 5-1 - 25 POINTS

The incumbent contributes to the Directorate's unit operations by performing recurring office automation and clerical support tasks that facilitate the general workflow of the operating unit and originator of the material with limited impact beyond the immediate organization.

FACTOR 6 & 7, PERSONAL CONTACTS & PURPOSE OF CONTACTS
LEVEL 6/7a - 30 POINTS

Personal contacts are with employees within the immediate work unit or related units for the purpose of receiving work assignments and instructions, reporting progress or problems, and discussing automation capabilities.

FACTOR 8, PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

Work is sedentary in nature. There may be some walking, standing, bending, and carrying light items, such as papers and books.

FACTOR 9, WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

Work is performed in an office setting.

Point Range = 855 - 1100

TOTAL POINTS = 890 = GS-05