

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL12387

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)		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)	
		10. Position Status <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 type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 0605	
						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 (OA)	GS	0318	06		
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 Army Materiel Command (AMC)		d. Fourth Subdivision	
b. Second Subdivision Simulation, Training & 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 William C. Youmans, Acting Chief of Staff		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature 	Date 7/17/01	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-0318, Jan 79, TS-79, Jun 82, TS-64, Jul 99 (HRCD-7); USOPM Office Automation GEG, Nov 90, TS-100, Jul 99 (HRCD-7)

Typed Name and Title of Official Taking Action William C. Youmans, Acting Chief of Staff		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 	Date 7/17/01		

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 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 program 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. Incumbent serves as Secretary performing a variety of clerical, administrative, and office automation work. Based on a good working knowledge of the office and the programs under the supervisor's control, resolves problems associated with the administrative and clerical work of the office.

MAJOR DUTIES

1. CLERICAL DUTIES:

Maintains supervisor's calendar and schedules appointments on own initiative. Maintains records of future conferences and meetings and brings to attention of supervisor. Makes necessary arrangements for conferences, including time, space, and notification of personnel. Gathers and assembles background information and notes commitments made by staff. Makes travel arrangements to include scheduling visits, making plane, hotel, and rental car/Government reservations, notifies organizations and officials to be visited; maintains itinerary, and submits travel vouchers and report upon traveler's return.

Answers telephone and receive visitors. Determines nature of inquiry, and utilizes a good knowledge of office activities to refer calls to appropriate person. Handles some calls personally, giving requested information or taking other action based on a knowledge of work flow, work status, and organizational policy. Notes suspense actions and reminds supervisor of such in a timely manner.

Maintains a variety of files under the Modern Army Record keeping System. Sets up new files, determining type and scope and screens obsolete filed material. Searches files for technical and/or non-technical data or gathers information by telephone and/or personal contacts for inclusion in reports. May be required to control classified documents in strict accordance with DA and local security regulations. Conducts required inventories on classified material within the office. Prepares and assists in the preparation of special and/or recurring reports, i.e., time,

and attendance reports, cost data information, property control, etc. Receives and reads all incoming mail routing to supervisor and/or appropriate personnel.

60%

2. OFFICE AUTOMATION DUTIES:

Accomplish clerical, statistical and data entry tasks in support of the administrative work of the office, using an automated data processing (ADP) system. Uses ADP system commands to: create and delete files, searches files and records, store or extract material from a variety of software packages including word processing software, transmit large amounts of information, and generate cumulative, statistical, tabular, narrative and graphic reports.

Types a variety of narrative and tabular material (e.g., correspondence, reports, technical papers) into automated equipment utilizing the full range of keys, codes, proofing symbols, functions and applications to develop products in final form. Corrects errors in grammar, spelling and punctuation. Refers to dictionaries, style manuals and established typing and correspondence policies of the organization served.

40%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL 1-4 - 550
Points

KNOWLEDGE TYPE III

Knowledge of the organization, its objectives, lines of communication and supervisor's preferences in order to perform personal assistant duties in an accurate and timely manner.

Knowledge of the substantive programs of the organization as they relate to the clerical, administrative and office automation functions of the office.

Knowledge of organizational activities, assembly and evaluation of information, interpretation of applicable rules and regulations to compose various correspondence, follow-up letters and administrative memoranda for supervisor's signature.

Based on knowledge of workflow, work status, and or organizational policies, refers calls/visitors to appropriate person or personally renders requested information.

Knowledge of grammar, spelling, punctuation, capitalization and required format. Knowledge of office automation systems to use several types of software for various office needs.

Skills of a qualified typist are required.

WORK SITUATION B

The staff is organized into subordinate segments, which is in turn, further divided. Direction of the staff is exercised through intermediate supervisors, and the subordinate groups differ from each other in such aspect as subject matter, functions, relationships with other organizations, and administrative requirements. There is a system of formal internal procedures and administrative controls.

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

Supervisor issues work assignments in terms of general instructions and desired results. The incumbent plans and carries out the duties independently and refers only unusual problems to supervisor. The supervisor spot checks completed work only to ensure compliance with established, policies and procedures.

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

Specific guidelines are available as needed for reference purposes. They include dictionaries, directives pertaining to administrative practices and clerical procedures, security regulations, correspondence manuals, and prescribed filing systems. Incumbent uses judgment in selecting guidelines for application to individual cases.

FACTOR 4. COMPLEXITY - FL 4-2 - 75 Points

The work consists of duties involving several related sequential steps, processes, and methods.

Decisions made by incumbent in performing the work require recognizing the differences among a few easily recognizable situations.

Differences in actions taken and responses made by incumbent depend on the source of information, types of transactions, or other factual matters.

FACTOR 5. SCOPE AND EFFECT - FL 5-2 - 75 Points

The incumbent ensures that the clerical and administrative portions of the supervisor's work are accomplished effectively, allowing the supervisor to concentrate on technical/professional

and managerial duties. The work affects the accuracy and reliability of further processes.

FACTOR 6. PERSONAL CONTACTS - FL 6-3 - 60 Points

Contacts include individuals within the command, various professionals from other organizations and/or representatives from other government agencies, industry professional organizations.

FACTOR 7. PURPOSE OF CONTACTS - FL 7-2 - 50 Points

Contacts are to obtain and exchange information, set up meetings or arrange travel. Ensures that correspondence and reports are completed within deadlines.

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 Points

The work places no special physical demands on the employee. The work includes some walking, standing, bending, and carrying of light items such as paper and books.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 Points

The work environment involves the normal risks and discomforts typical of an office setting. Work area is adequately lighted, heated and ventilated.

TOTAL POINTS: 1220 = GS-06