

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

1 Agency Position No  
NL12047

2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <i>(Show any positions replaced)</i>	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) <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 checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical 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 (Office Automation)	GS	0318	06	efw	10/25/00
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	c Third Subdivision Command Group (C)
a First Subdivision U.S. Army Materiel Command (AMC)	d Fourth Subdivision Chief of Staff (CS)
b Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)	e Fifth Subdivision Administrative Operations Division (CSA)
19 Employee review - This is an accurate description of the major duties and responsibilities of my position	

**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 Jean H. Burmester, Chief, Administrative Operations Division	b Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 10/25/00	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 GS-318 Series (TS-34) Jan 79 and COREDOC (CDW 3.1)

Typed Name and Title of Official Taking Action James B. Godwin, Jr, Col, FA, 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 10/25/00	

23. Position Review	Initials	Date								
a Employee (optional)										
b Supervisor										
c Classifier										

24 Remarks  
BUS: 7777  
This position is at the full performance level.

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

I. INTRODUCTION

Secretary (Office Automation), GS-0318-06

The secretary serves as the principal office assistant, performing administrative and clerical duties in support of the work of several senior officials of the Command including the Principal Deputy for Acquisition, the Chief Scientist, the Principal Investigator for the Institute for Creative Technology, the Secretary of the General's Staff (SGS) and any Special Assistants to the Commander. The secretary must exercise continuous attention to the coordination among internal or external work units.

II. MAJOR DUTIES

Prepares correspondence, reports and other documents. May review work prepared by other clerical staff.

(10%)

1. Accurately types correspondence, reports or similar materials from handwritten or electronic drafts using an electronic typewriter or word processor.
2. Ensures correct grammar, spelling, capitalization, punctuation and appropriate format in documents prepared by self and others. Returns material requiring correction to the originator when necessary.
3. Ensures requirements for classified material are accurately followed, where applicable.

Schedules meetings, appointments, and conferences in accordance with instructions from supervisor.

(10%)

1. Reminds supervisor and others of scheduled events to ensure prompt and timely attendance.
2. Makes calendar available to supervisor and others to minimize conflicts in scheduling.
3. Contacts other personnel to attend meetings in lieu of supervisor, when necessary.

Receives visitors and phone calls.

(10%)

1. Accurately determines nature of request and refers callers or visitors to appropriate staff.
2. Personally answers routine questions in a timely and accurate manner and provides accurate information when routine procedural matters are involved.

Reads and processes incoming correspondence and material.

(10%)

1. Thoroughly screens material prior to distribution for suspense dates, establishes controls, and follows up on responses which are due.
2. Ensures that correspondence is properly routed in a timely manner.

Makes travel arrangements.

(10%)

1. Makes travel arrangements based on general travel intentions, known preferences of traveler and in accordance with appropriate travel regulations.
2. Schedules transportation, hotel/Government quarters reservations in a timely manner.
3. Effectively deals with security issues.
4. Accurately prepares travel orders and travel vouchers.
5. Maintains contact with travelers.
6. May maintain reports on travel fund issues.

Prepares time and attendance records.

(10%)

1. Maintains accurate time and attendance records.
2. Accurately prepares time and attendance data in a timely manner.

Uses a variety of office automation software in support of the organization.

(10%)

Effectively enhances the ability of the office to support overall mission requirements through performance of one or more of the following:

1. Develops methods for automating administrative reports considering the interrelationships of reports and multiple uses of data.
2. Determines the best software type for each report (such as database or spreadsheet).
3. Determines data categories to be established, sorting and calculating functions to be performed, and procedures for entering and retrieving data.
4. Uses graphics software to provide graphic symbols, charts, and graphs for viewgraphs or paper presentations.
5. Accurately and promptly transmits and receives documents and messages electronically using PCs or workstations.

Establishes and maintains office records of various types that may be needed or will assist in the efficient operation of the office.

(10%)

1. Ensures files have all pertinent documents and signatures
2. Maintains and accurately updates file system to enable quick and efficient retrieval of information.
3. Accurately purges files or performs other file disposition actions in accordance with established procedures. Effectively supervises or performs annual file inventory.
4. Promptly and accurately follows procedures for classified document control.
5. Responsible for the accurate receipt, control, logging, safekeeping and necessary action on all classified material received.

Schedules in-house conferences and meetings in the local area. Also schedules large meetings and conferences, possibly at distant locations. Attends function to assist in administrative details.

(10%)

1. Effectively schedules conferences and meetings. Time, location, and attendees are established according to specific guidance.
2. Ensures that all required materials and services are provided in a timely manner.
3. Accurately and promptly prepares and distributes agenda.
4. Attend staff meetings and conferences and accurately take notes and/or minutes.
5. Promptly prepare minutes and distribute as required.
6. Suspense and follow up on action items in a timely manner.

Requisitions office supplies, printing support, and related materials.

(10%)

1. Accurately prepares and submits requisitions.
2. Tracks requisitions for timely completion.

#### Other Work Requirements

1. The employee must obtain and maintain a Secret clearance.

## IV. CLASSIFICATION FACTORS

Factor 1. Knowledge  
(550 Points)

Level 1-4

The secretary serves as the principal administrative support position in an organization of moderate size and complexity. The organization consists of several individuals who differ in such aspects as subject matter, functions, relationships with other organizations, and administrative demands in such ways as to place significant demands on the secretary position. The position requires the following knowledges:

- Knowledge of the duties, priorities, commitments, policies, and program goals of the staff sufficient to perform assignments such as reviewing publications, directives, and other materials which may affect the division and taking appropriate follow-up actions; and to anticipate and prepare materials the supervisor needs in order to respond to correspondence or phone calls.
- Knowledge of substantive programs of the immediate and external organizations as they relate to the clerical and administrative functions of the office.
- Knowledge of standard office equipment such as typewriters, copiers, fax machines, etc., to perform routine clerical and administrative functions. Limited knowledge of PCs and software such as word processors, graphics, spreadsheets, database management systems, and communications.
- Skill in typing. A qualified typist is required.
- Advanced knowledge of a variety of software functions, such as database, word processing, and spreadsheets and the knowledge to integrate different types of software into a single product to perform non-routine functions and advise other staff on methods and procedures.
- Knowledge of the pertinent information for use by the organization in conferences or reports.

Factor 2. Supervisory Controls  
Level 2-3 (275 Points)

Incumbent works under the administrative supervision of SGS but receives tasking from the command senior leadership identified above. The supervisor defines the major priorities of the office and explains special assignments. The employee plans and carries out the day-to-day work of the office independently, referring only very unusual

office problems to the supervisor or other staff. Much of the work cannot be reviewed in detail. The supervisory review is to ensure that the work of the office is processed promptly and completely in accordance with established priorities.\*

Factor 3. Guidelines Level 3-2  
(125 Points)

Procedures for doing the work have been established and specific guidelines are available as needed for reference purposes. Guidelines include dictionaries, style manuals, agency instructions concerning such matters as correspondence procedures or time and leave regulations, and the operating policies of the supervisor. The secretary uses judgment in locating and selecting the appropriate guidelines, references, and procedures for application to specific cases, referring significant deviations or situations to which existing guidelines cannot be applied to the supervisor. The employee also determines which established alternatives to use.

Factor 4. Complexity Level 4-2  
(75 Points)

Employee performs the full range of procedural duties in support of the office, including such duties as arranging travel and conferences for staff and following-up on requests for information. Decisions regarding what needs to be done involve various choices requiring the secretary to recognize the existence of and differences among clearly recognizable situations.

~~Factor 5. Scope and Effect Level 5-2  
(75 Points)~~

~~The secretary ensures that the clerical and administrative portions of the supervisors' work are accomplished effectively, allowing the supervisors to concentrate on professional and managerial duties. The effectiveness of the command is affected by the degree to which the office runs smoothly.~~

**Factor 5, Scope and Effect – FL 5-2 – 75 Points**

The incumbent ensures that the clerical and administrative controls and procedures of the Command are properly applied. The work affects the accuracy and reliability of the work of the subordinate offices.

**Factor 6, Personal Contacts – FL 6-3 – 60 Points**

Personal contacts include visitors from other offices within the agency. Personal contacts also include representatives of AMC headquarters staff, the entertainment industry and academic institutions. Personal contacts may also include members of the general public seeing information on a variety of matters.

**Factor 7, Purpose of Contacts – FL 7-2 – 50 Points**

The incumbent plans and coordinates the work of the office. This includes contact for purposes such as clarifying or exchanging information, scheduling and arranging meetings, and making travel arrangements.

**Factor 8, Physical Demands – FL 8-1 – 5 Points**

The work is sedentary.

**Factor 9, Work Environment – FL 9-1 – 5 Points**

The work is performed in a typical office setting.

Addendum:

\*Receives general administrative direction from the office manager concerning office policies and procedures. Office manager coordinates work efforts, plans for and schedules training, recommends approval of leave to ensure appropriate office coverage, and approves short term emergency leave (3-4 hours).

*JW  
& New 12*

Total Points - 1620