

Classification: Secretary (OA), NK-0318-II
Local Title:
Employing Office Location: Orlando, Florida
Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)
 1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
 2nd Div: Various offices
 3rd Div:
 4th Div:

Supervisor's 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.

Immediate Supervisor: James L. Laughlin, COL

Title: Chief of Staff

Signature: _____ /s/ _____ **Date:** 1 April 2003

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James L. Laughlin, COL

Title: Chief of Staff

Signature: _____ /s/ _____ **Date:** 1 April 2003

FLSA:	Non-Exempt	BUS Code:	7777 CL: 201
Drug Test:	NO	Emergency Ess:	No
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status:	Competitive
Reason for Submission:	New	Subject to IA:	No
Previous PD Number:	NA	Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:		CAPL Number:	
Acq Career Level:		Acq Posn Type:	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure:	<input type="checkbox"/> Public Financial	<input type="checkbox"/> Confidential Financial	
	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Manager	<input checked="" type="checkbox"/> Neither
Citation 1:	USOPM PCS FOR Secretary Series, GS-0318, TS-34, January 1979		
Citation 2:	AWF, PDP, BLD, Federal Register, Volume 64, Jan 99		

Acquisition Workforce Demo Project
Position Requirements Document

I Organization information:

Position is located in a Medium/Large Group or Office in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Secretary (OA), NK-0318-II

III Duties:

Serves as the principal administrative support person for the supervisor and supported office.

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

Keeps supervisor's calendar and schedules appointments and meetings in accordance with instructions, coordinating with the supervisor as necessary.

Receives visitors and phone calls.

Reads and processes incoming correspondence and material.

Makes travel arrangements.

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

Establishes and maintains office records of various types that may be needed or will assist in the efficient operation of the office. Provides advice and guidance to staff on clerical and administrative matters.

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.

Requisitions office supplies, printing support, and related materials. May manage the supply budget for the organization and may be assigned as a Purchase Card holder.

actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the administrative efforts of individuals or team members as they interact with customers. Independently interacts with customers to understand customer needs/expectations. Interacts independently with customers to communicate information and coordinate actions.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as team member or leader; takes initiative to accomplish assigned projects. Guides others in accomplishing projects. Coordinates appropriately with others to complete tasks within established guidelines. Identifies and pursues individual/team developmental opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Interprets and communicates administrative procedures within immediate organization. Prepares, coordinates, and consolidates documents, reports, or briefings. Communicates/presents internal administrative/functional procedures and tasks internally and externally.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies and uses resources to accomplish projects. Plans resources to achieve project schedules. Effectively accomplishes projects within established resource guidelines.

Incumbent must be able to obtain and maintain a Secret security clearance.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Sufficient knowledge of human resources processes, staffing plans, certification requirements and clearance requirements to track, coordinate, record and process actions, clearances and certifications

Ability to use correspondence rules and regulations to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation

Knowledge of general office administrative and clerical procedures

Ability to access or locate information through the use of a personal computer or terminal

Ability to use office automation tools and techniques to support office operations; must be a qualified typist

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to plan and organize work

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Ability to communicate orally and in writing

Ability to advise others