

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

1. Agency Position No. **NLD8552**  
 2. Reason for Submission:  Reassignment,  New,  Reestablishment,  Other  
 3. Service:  New,  Deptl,  Field  
 4. Employing Office Location: **ORLANDO, FL**  
 5. Duty Station: **RESEARCH PARK**  
 6. CSC Certification No.  
 7. Fair Labor Standards Act:  Exempt,  Nonexempt  
 8. Employment/Financial Stmt Required:  Yes,  No  
 9. Subject to IA Action:  Yes,  No  
 10. Position Status:  Competitive,  Exempt (Specify)  
 11. Position is:  Supervisory,  Managerial,  Neither  
 12. Sensitivity:  Critical,  Noncritical,  Nonsensitive  
 13. Competitive Level Code: **07-13**

Classified/Graded by	Official Title or Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Secretary (Office Automation)	GS	318	07		
e. Recommended by Supervisor or Initiating Office	SECRETARY (OFFICE AUTOMATION)	GS	318	7		

16. Organizational Title of Position (if different from official title)  
 17. Name of Employee (if vacancy, locality)  
 18. Department, Agency, or Establishment: **DEPARTMENT OF THE ARMY**  
 a. First Subdivision: **US ARMY MATERIEL COMMAND**  
 b. Second Subdivision: **STRICOM**  
 c. Third Subdivision: **PM CATT**  
 d. Fourth Subdivision  
 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: **EDWIN A. TRIER, DPM CATT**  
 Signature: [Signature] Date: **2/5/93**  
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **JAMES E. SHIFLETT, COL, AR, PM CATT**  
 Signature: [Signature] Date: **2/5/93**

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.  
 Typed Name and Title of Official Taking Action: **OZ CORBIN, JR., Personnel Management Specialist**  
 Signature: [Signature] Date: **3/4/93**

22. Standards Used in Classifying/Grading Position: **OPM PCS for Secretary Series, GS-318 Jan 79; and Ofc Automation C1k and Asst Series, GS-326, Nov 90**  
 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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

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

24. Remarks: Position is at the full performance level.  
 FES Points: 550, 275, 275, 150, 75, 25, 50, 5, 5; Total = 1410/GS-07

Position Description

Secretary (Office Automation) GS-318-07

Project Manager Combined Arms  
Tactical Trainers (PM CATT)

1. Serves as secretary and principal administrative assistant to the Project Manager, Combined Arms Tactical Trainer (PM CATT) and the Deputy Project Manager (DPM CATT), with responsibility for the performance and coordination of all the clerical, procedural, day-to-day administrative support and typing activities required to accomplish the work of the organization.

a. Receives all visitors and telephone calls to the Project Manager (PM) and Deputy Project Manager (DPM). Ascertains nature of call or business of visitor and determines appropriate action. Refers important business and high-ranking visitors to the PM or DPM. When that is not practical, takes messages or makes later appointments for visitors. Refers business requiring technically qualified responses to the appropriate action officer or technical area within the organization. Briefs superiors on those cases which have been referred. Is authorized to provide administrative and readily available technical information to callers after determination of the requestor's right to receive said information.

b. Maintains calendars and schedules appointments and meetings on own initiative based on personal knowledge of the PM and DPM workload and current issues of importance. Reminds PM and DPM of appointments and the matters to be considered before the scheduled meeting. Reschedules appointments on own initiative when it becomes apparent that previous schedules can not be met.

c. Arranges for conferences, luncheons, and other official functions including all details (location, agenda items, guest list, invitations) and coordinates same with protocol office.

d. Performs a wide variety of internal and external coordination functions to support the office. Maintains constant awareness of the requirement for coordinating the work of the agencies; assures adherence to procedural controls and recognizes requirements for travel including preparation of itineraries, arrangement of visits, notification of organizations and reservations, and preparation of travel vouchers. Acts as liaison between superiors and professional staff by providing accurate, timely advice on procedures, reports, requirements, and other matters necessary to implement policies, directives, and instructions.

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e. Reviews all incoming correspondence, directives, and publications which may affect the organization. Determines those that can be handled personally and takes necessary action. Uses initiative to obtain clarification of instructions from originating offices or appropriate focal points when necessary. Prepares, on own initiative, a digest of content for assistance of supervisor where deemed appropriate. Maintains control records on correspondence and action documents and follows up to ensure timely reply or action. Responds to requests for a wide variety of administrative and technical data which are available in the files of in other documents. Incumbent either independently gathers needed data, prepares response and transmits information to requestor; or requests technical input, consolidates, and either finalizes or presents to supervisor for review and signature. Reads directives and instructional material pertaining to administrative practices and clerical procedures for such matters as preparation and processing of correspondence, various technical documents, files management, mail procedures, travel, and security procedures. Assists other secretaries in the procedural aspects of expediting the work of the office, including explaining report requirements and organizational files. Recognizes the need for and installs various office or administrative procedures to improve office efficiency, such as developing reference documents and designing worksheets to gather input for a variety of recurring reports. Reviews outgoing correspondence for coordination and staffing, format, policy conformance, and to determine that all necessary background material is attached as circumstances demand. Signs routine correspondence of a nontechnical nature in supervisor's names or in own name.

f. Performs a variety of one-of-a-kind duties to include collecting and compiling material into various reports. Composes correspondence, input to recurring reports, agenda, and articles for publication based on factual information obtained from files, reports, or employees. Determines relevant data to be incorporated into documents.

g. Performs administrative details to ensure the smooth operation of the office. Performs specific office support functions based on knowledge of the procedures applicable to the control, authorization, securing, and justification of such services as personnel, training, office equipment, computer hardware and software, telephone services, visitor control, files, and timekeeping.

2. Performs typing on both an electronic typewriter and computer keyboard, utilizing word processing software and printing equipment to create, copy and edit material. Uses

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varied functions of several types of other office automation such as electronic mail, calendar, graphics, spreadsheet, and database management software. Transcribes various correspondence and reports from hand written drafts or verbal instructions into proper format and arrangement, with responsibility for correct spelling, grammar, capitalization and punctuation.

Performs other duties as assigned.

Factor I - Knowledge Required  
points

A. Knowledge Type III

Knowledge of the duties, priorities, commitment, policies, substantive programs, and goals of the staff sufficient to perform assignments such as reviewing publications, directives, and other materials which may affect the organization and taking appropriate implementing actions; performing one-of-a-kind duties, such as compiling reports and composing articles and correspondence; to anticipate and prepare materials supervisor needs in order to respond to correspondence of telephone calls; to coordinate the work of the office with other offices/agencies; and advising staff and division secretaries on administrative procedures and/or information to be provided by them for reports.

Knowledge of office automation systems in order to use several types of software for office needs. Skill in operating a keyboard to key data into an automated system, to make appropriate corrections, store, retrieve, insert, and delete data.

Knowledge of administrative/support procedures sufficient to make travel arrangements, establish suspense files, and administratively organize conferences.

Skill in operating a typewriter, personal computer and work processing equipment.

Knowledge of grammar, spelling, punctuation and required formats.

Knowledge of protocol and related procedures.

B. Work Situation

The Project Manager, Combined Arms Tactical Trainer, was chartered to bring strong, centralized direction to the development and acquisition of Combined Arms Training Systems. PM CATT reports directly through Commander STRICOM to the Army Acquisition Executive (Assistant Secretary of the Army for

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Research, Development and Acquisition). This reporting chain relates to the elevated acquisition category for the program which results from the level of funding and congressional interest.

PM CATT is delegated a degree of managerial autonomy as evidenced by authority to task other agencies, establish budgets, direct reprogramming, conduct program reviews and conduct direct communication with the Army Secretariate, Army Staff, Major Commands, DoD and other services.

Factor 2 - Supervisory Controls  
points

The incumbent works under the general supervision of the PM and the Deputy PM who set priorities and deadlines for some specific assignments. The secretary plans and carries out the assignments in accordance with the established policies and practices of the office. Priorities and deadlines for the day-to-day work flow of the office are set by the incumbent based on a knowledge of the overall functions and projects of the organization.

Factor 3 - Guidelines  
points

In addition to dictionaries, style manuals, and a wide variety of instructions and policies, guidelines for this position include standing policies, instructions, rules of thumb established by the PM, and experience in the position to know what needs to be done and how to do it in order to improve office efficiency. The incumbent interprets and adapts these guidelines to specific problems as they arise. Often the guidelines are not directly applicable to the work situations, requiring the incumbent to use a degree of judgement in interpreting and adapting guidelines to meet specific situations, taskings, or priorities.

Factor 4 - Complexity  
points

The incumbent controls, coordinates, and accomplishes clerical and administrative work. The secretary is responsible for a wide variety of different and unrelated duties wherein decisions regarding what needs to be done and how to do it are based on the secretary's knowledge of the goals, policies, substantive program, priorities, and commitments of the staff, and include analysis of the subject, phase, or issues involved in individual assignments.

Factor 5 - Scope and Effect  
points

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The primary purpose of the position is to serve as assistant to the PM and Deputy PM responsible for the satisfactory accomplishment of the clerical and administrative portion of the work; to ensure that administrative policies, practices, and procedures used throughout the office are consistent with supervisor's views; and to provide authoritative advice and guidance within the office on administrative matters. The work affects the accuracy and reliability of further processes.

Factor 6 - Scope and Effect  
points

Contacts are with employees throughout DoD and DA engaged in different functions and missions; employees within the office and civilian counterparts.

Factor 7 - Purpose of Contacts  
points

The purpose of the incumbent's work is to plan, coordinate and advise on work efforts or to resolve operating problems of the office.

Factor 8 - Physical Environment

The work is sedentary. The employee may carry light items such as papers and files.

Factor 9 - Work Environment  
points

The work is performed in an office setting.

Total Points

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