

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <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 Orlando, FL Research Parkway		1. Agency Position No. NLO9133	
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) <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 checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 05-63		14. Agency Use		6. OPM Certification No.		Explanation (Show any positions replaced)	

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	318	05		
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 Project Manager For Combined Arms TAC (X)	
a. First Subdivision U.S. Army Materiel Command		d. Fourth Subdivision PM For Ground Combat Training (XG)	
b. Second Subdivision Project Manager for Training Devices		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 A. Rucker DPM, CCTS		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date
<i>William A. Rucker</i>	10/27/92		

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
 OPM PCS for Secretary Series, GS-318, 1 Jan 79 and Ofc Auto Clerical and Assistance Series, GS-326, Nov 90

a. Typed Name and Title of Official Taking Action JIMMY H. WILLIAMS DPM, STRICOM		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	Signature	Date
<i>J. Williams</i>	10/27/92		

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

24. Remarks
 Position has no known promotion potential
 BWS:7777

FES Points: 350, 275, 125, 75, 25, 10, 50, 5, 5; Total = 985/GS-5

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

SECRETARY (OFFICE AUTOMATION)
GS-318-05

I. INTRODUCTION

This position is located in the Product Manager for Close Combat Training Systems (CCTS), Office of the Project Manager for Training Devices (PM TRADE).

II. MAJOR DUTIES AND RESPONSIBILITIES

Assists the GS-06, Secretary (Steno) in maintaining the Product Manager/Deputy Product Manager's (PM/DPM) calendar; schedules appointments and conferences without prior approval; and briefs PM/DPM on subject matter of meeting/results of any applicable previous meetings. Makes arrangements for conferences and meetings, including scheduling conference facility, providing necessary materials and equipment, notifying participants, and preparing agenda for meetings and conferences to include incorporating verbal or written suggested agenda items from participants.

Receives telephone calls and visitors to PM CCTS. Determines purpose of call/visit; determines whether referral to supervisor or one of the sections is appropriate. Where referral is not necessary, provides information from readily accessible files or from personal knowledge; briefs supervisor on subjects discussed.

Processes incoming correspondence, referring items to supervisor as appropriate; establishes suspense file to assure timely reply action; composes routine correspondence concerning: travel arrangements, establishing and maintaining suspense dates, coordinating visits and clearances, etc., composes non-routine correspondence, providing requested informative material on various projects by assembling responses from project files. Reviews PM CCTS's outgoing correspondence for correctness and conformity with Army correspondence standards.

Types a variety of correspondence (letters, memorandums, messages, reports) from rough drafts assuming responsibility for compliance with instruction, grammar, format, clarity, repetition, structure, continuity of thought, accuracy of references and cross references, plus consistency and propriety of information for non-technical material, and having authority to make non-technical changes.

Makes all necessary travel arrangements which include preparing travel orders, making hotel and rental car arrangements, requesting flight reservations, and maintaining communication with supervisor while on TDY. Prepares travel vouchers and types trip reports upon supervisor's return.

Maintains current copies of contracts, RFP's, acquisition regulations and video tapes pertaining to PM CCTS programs.

Establishes and maintains office files and records.

Prepares visual aid material, including charts, tables and transparencies to display selected data.

Performs a variety of administrative functions such as ordering supplies, securing printing services, maintaining time and attendance records, preparing administrative/personnel action documents (i.e., Civilian Career Appraisal, Official Performance Reports and Individual Development Plans (DA 4547-R), Civilian Personnel Qualification Records (DA 2302), QSIs and OPRs; and preparing recurring and special reports (i.e., staffnotes).

Uses word processing software and printing equipment to create, copy and edit material. Transcribes various correspondence and reports from handwritten drafts or verbal instructions into proper format, with responsibility for correct spelling, grammar, capitalization and punctuation. Transmits, receives, and acknowledges electronic mail and messages, prints copies of incoming mail or messages.

Use graphics software to provide graphic symbols, charts, and graphs for viewgraphs. Maintains library of viewgraphs to be used for briefings.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of functions of PM CCTS sufficient to direct callers and to process incoming correspondence (i.e., to provide information personally or to forward incoming material to supervisor).

Skill at preparing written correspondence from scratch through research of files and other documentation for required information.

Knowledge of substantive meeting/conference subject matter sufficient to brief PM/DPM on purpose of scheduled meetings and on results of applicable prior meetings.

Skill of a qualified typist to process the various items of correspondence originated by the PM/DPM.

Knowledge of correspondence formats, spacing grammar, spelling, capitalization, punctuation in order to assure correct and acceptable outgoing correspondence items.

Knowledge of office procedures/paperwork handling procedures sufficient to establish correspondence files, order supplies, obtaining printing services, maintain time and attendance records, prepared administrative/personnel action documents, and prepare administrative reports for PM CCTS.

Knowledge of domestic and overseas travel regulations.

Knowledge of PM TRADE organizational components and their functional assignments sufficient to abstract and route data to appropriate components.

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, delete data.

A qualified typist is required.

WORK SITUATION

PM CCTS consists of a Product Manager, Deputy Product Manager, Project Directors (civilians and military officers), a Secretary (Steno) and a Secretary (Office Automation).

FACTOR 2 - SUPERVISORY CONTROLS

The PM or the DPM makes initial assignments and provides general guidance concerning priority, deadlines and objectives. Employee is responsible for scheduling and organizing work by priority to meet the desired objectives and deadlines. Completed work is reviewed for logic, adequacy of coverage, accuracy and conformance with established procedures, policies and

regulations. Employee refers unusual situations to supervisor for resolution but otherwise works independently within general written guidelines or oral instructions.

FACTOR 3 - GUIDELINES

Specific Army and local command correspondence, filing, administrative and other procedural guidelines are available for reference. Employee must exercise judgment in selecting appropriate guideline for each assignment and in referring situations without applicable guidelines to supervisor for resolution.

FACTOR 4 - COMPLEXITY

In addition to typing, filing and correspondence review functions, the work includes such duties as ordering and maintaining office supplies, arranging for printing services, maintaining time and attendance records, arranging for travel, conferences and meetings, answering/referring telephone calls and visitors. Employee must follow special procedures established by servicing groups.

FACTOR 5 - SCOPE AND EFFECT

Work assignments facilitate and expedite the work of the PM//DPM by providing them with administrative, typing and clerical support. PM/DPM involvement with incoming correspondence, telephone callers and visitors is reduced by employee's services.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with (1) operational components within STRICOM/PM TRADE; (2) services groups within STRICOM/NTSC and other Orlando commands; (3) civilian/military personnel of other Army commands, other services, other government agencies; (4) contractor personnel; (5) all PM personnel and (6) miscellaneous personnel, i.e., personnel of rental car agencies, lodging establishments.

FACTOR 7 - PURPOSE OF CONTACTS

To give/obtain information; to control replies to correspondence; and to obtain administrative or support services for PM CCTS.

FACTOR 8 - PHYSICAL DEMANDS

Largely desk work, but can require walking, bending, lifting of light objects, such as books.

FACTOR 9 WORK ENVIRONMENT

Work is performed in a typical office environment.

PERSONAL DATA - PRIVACY ACT OF 1974

PA-NL09133001 CPC1
 133001
 JEE PAS-AUTH ** 0000 STR ST ORLANDO STR FL FLNL
 USAMC STRICOM 32826-3224 USTRI **NLAR0191
 JEJ ORG-STRUCT-ID-SHRED **TCC
 JRB AGCY-CD **DEPARTMENT OF THE ARMY JRC AGCY-SUB-ELM-FLAG **XL
 JPE GSA-GEOLOC **ORLANDO ORANGE FL
 88 **122360095
 JBN DT-PD-CLASSIFIED **921027 JPL DT-POSN-ESTB **940708
 JPM DT-LAST-POSN-AUDIT **940708 JGB POSN-NTE-DATE **888888
 JPC POSN-TITLE **SECRETARY (STENOGRAPHY/OA)
 JQJ CURR-PAY-PLAN **GS
 JQP OCUPTNL-SRS **SECRETARY **0318
 JAO POSN-GR-CIV **05 JQH TARGET-GR-CIV **05
 JPD FUNCT-CLASS-IDF ** N/A JQT COMP-LEV **0563
 JPR POSN-OCCUPD-SVCE-IDENTIFY **1 JQL PAY-BASIS **PA
 JQW FLSA-IND **N JQN PAY-TABLE-IDENT **0000
 JPY PSN-LOCALITY-PAY-AREA **REST OF CONTIGUOUS UNITED STATES
 **88
 JZX POSN-WRK-SCHED **F
 JPQ POSN-SNSVY **NONCRITICAL SENSITIVE **2
 MD
 1a ROW=24 COL= 80 07/13/94 14:30 NC Poll

PERSONAL DATA - PRIVACY ACT OF 1974

NV-POS-SENS-CRITERION **ACCESS TO SCRET/CONF INFO **N
 BARG-UNIT-STAT **7777
 JNB SUPV-LEVEL **NON-SUPERVISORY **8
 JPO SUPV-MGR-PROBATION-REQMT **SUPERVISORY/MANAGERIAL PROBATION NOT REQUIRED
 **1
 JPJ TNG-PROG-ID **NOT APPLICABLE **YY
 JGC/1 EDP-HAZARD-TYPE ** N/A
 JQU PREM-PAY-IND ** N/A
 JQD/1 CIV-SK-1 **SECRETARY **ANT
 JQE/1 CIV-SK-1-SHRED ** N/A
 JQF/1 CIV-SK-1-SUB-SHRED ** N/A
 JQG/1 SK-PERCENTILE **70
 JQD/2 CIV-SK-1 **OFFICE AUTOMATION CLK/AST **OAS
 JQE/2 CIV-SK-1-SHRED ** N/A
 JQF/2 CIV-SK-1-SUB-SHRED ** N/A
 JQG/2 SK-PERCENTILE **30
 JQD/3 CIV-SK-1 ** N/A
 JQE/3 CIV-SK-1-SHRED ** N/A
 JQF/3 CIV-SK-1-SUB-SHRED ** N/A
 18:28 94 JUL 13 (94194) FU - (11)
 1b ROW=23 COL= 02 07/13/94 14:30 NC Poll

PERSONAL DATA - PRIVACY ACT OF 1974

CA-NL09133001 CPC2
J133001

X03 NV-PAYROLL-OFF-ID **NETFIPC PENSACOLA FL **68566
JAR PAYROLL-ORG-CODE **7R173
X9U ACQ-POSN-CAREER-CAT ** N/A
X9S ACQ-CRIT-POSN-ID ** N/A
X9V ACQ-CAREER-LVL-REQD ** N/A
J1A FIN-DISCLOSURE-ID ** N/A
JGP DRUG-TEST-RQD **NO DRUG TEST REQUIRED **1
18:28 94 JUL 13 (94194) FU - (11)

1c ROW=13 COL= 02

07/13/94 14:31

NC Poll