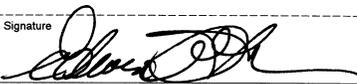
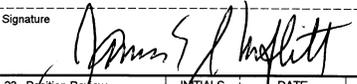


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL09162			
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Establishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL Research Park		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required Executive Personnel Financial Disclosure: <input type="checkbox"/> Employment and Financial Interests: <input type="checkbox"/>		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 06-11	
10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>				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		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		Office Automation Assistant		GS	0326	06	rs		
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 PM CATT (X)					
a. First Subdivision ARMY MATERIEL COMMAND				d. Fourth Subdivision					
b. Second Subdivision STRICOM				e. Fifth Subdivision					
Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor EDWIN A. TRIER, DPM CATT				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature 		Date 6/10/54		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 GS-0318 01/79 OFFICE AUTOMATION GEG 11/90 USOPM PCS for Office Auto GEG, NOV 90; and Office Auto Clerical and Assistance Series <del>Auto Clerical and Assistance Series</del> 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.					
Typed Name and Title of Official Taking Action JAMES E. SHIFLETT, COL, AR, PM CATT									
Signature 		Date 6/10/54							
23. Position Review		INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
a. Employee (optional)									
b. Supervisor									
c. Classifier									
Remarks Position is at full performance level BUS:7777									
25. Description of Major Duties and Responsibilities (See Attached)									

Office Automation Assistant  
GS-326-06

**INTRODUCTION**

This position is that of an Office Automation Assistant in the Project Manager for Combined Arms Tactical Trainers (CATT). The incumbent provides typing, clerical and office automation support to the unit assigned.

**MAJOR DUTIES**

Performs and coordinates all clerical, procedural and day-to-day administrative support to include varied functions of several types of word processing software such as electronic mail, graphics, spreadsheet and database management to create, copy and edit material. Performs typing on both an electronic typewriter and computer keyboard. Transcribes various correspondence and reports from handwritten drafts or verbal instructions into proper format, clarity, repetition, structure, continuity of thought, accuracy of references and cross references, with responsibility for correct spelling, grammar, capitalization and punctuation, plus consistency and propriety of information for non-technical material. **30%**

Uses graphics software to provide graphic symbols, charts, and graphs for viewgraphs. Develops details of final illustrations based on rough sketches provided by the requestor or supervisor. Prepares graphics for reports, handbooks, and similar types of publications, which require sufficient subject matter knowledge of the activities serviced to produce appropriate pictorial representatives covering the organizational functions/missions. **25%**

Establishes and maintains classified and unclassified files for the office. Obtains material from files and other record sources based on information provided by the requester. Exercises initiative in establishing, revising, or disposing of files to meet needs and demands for material. Knowledge of security regulations is required for control of classified material. **5%**

Receives all visitors and telephone calls to the supervisor. Ascertain nature of call or business of visitors and determines appropriate action. Refers business requiring technically qualified responses to the appropriate action officer or technical area within the organization. When referral is not necessary, provides information from readily accessible files or personal knowledge. **10%**

Processes incoming correspondence, publications, regulations, and directives determining action and preparing an up-to-date digest of content of such correspondence for use of supervisor and staff. 5%

Prepares all correspondence according to proper procedure and current directives to include various technical documents, recurring reports and travel vouchers/orders. 5%

Maintains supervisor's calendar based on personal knowledge of supervisor's workload and current issues of importance. 5%

Makes necessary travel arrangements which include preparing travel orders/travel claims and making airline, lodging, and rental car arrangements. Responsible for obtaining the most effective and efficient arrangements. 10%

Makes arrangements for conferences and meetings, including scheduling conference facility, providing necessary materials and equipment, notifying participants, and preparing agenda (to include incorporating verbal or written suggested agenda items from participants). 5%

Performs other duties as assigned.

#### FACTOR 1 - Knowledge Required by the Position

Knowledge of the duties, priorities, commitments, policies, and 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 follow-up action.

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 a variety of computer software to prepare charts, graphs, etc. for reproduction.

Knowledge of punctuation, grammar, spelling, and formats in order to prepare and review outgoing correspondence.

A qualified typist is required.

#### FACTOR 2 - Supervisory Controls

The supervisor of this position is the Deputy Project Manager, Project Manager for Combined Arms Tactical Trainers (CATT) who sets priorities and deadlines for some specific assignments. The incumbent plans and carries out the assignments in accordance with the established policies and practices of the office. Day-to-day work flow of the office is set by the incumbent based on a knowledge of the overall functions and projects of the organization.

#### FACTOR 3 - Guidelines

Guidelines include the Army correspondence manual, computer manuals, style manuals, security instructions, PM CATT policies and higher headquarters directives. Also, oral instructions regarding the office priorities and assignments. The employee must apply judgement in determining which guidelines, to refer them to the supervisor.

#### FACTOR 4 - Complexity

The incumbent controls, coordinates, and accomplishes clerical and administrative work. Decides procedures in handling the assignments of the office requiring analysis of subject matter and issues involved in each assignment (e.g., coordination of key elements within AMC/DA, interpreting requirements and responding with most effective response), and the goals, priorities, and commitments of the Project Manager and the office.

#### FACTOR 5 - Scope and Effect

The purpose of the work is to perform specific, recurring tasks required to maintain electronic records, directories, databases, reports, etc., and produce various items, e.g., correspondence, memos, publications, reports, or forms, in draft or final form. Selects the proper format, spacing and arranging the material, checking references and clearances, correcting misspellings, and retrieving data from electronic records.

The services performed facilitate the work of the originators of the material.

#### FACTOR 6 - Personal Contacts

Contacts are with personnel within PM CATT, private industry, government personnel from other facilities and/or higher headquarters.

FACTOR 7 - Purpose of Contacts

Contacts are for such purposes as receiving assignments, getting instructions, receiving or giving information, reporting progress or problems, and correcting typed material.

FACTOR 8 - Physical Demand

The work is sedentary. However, there may be some walking, standing, bending, and carrying light items, such as papers, books, and files.

FACTOR 9 - Work Environment

The work is normally performed in an office setting. The work is typically well lighted, heated, and ventilated.