

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> New <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	1. Agency Position No. NL10755001
Explanation (Show any positions replaced) REPLACES NL08471001		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		6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	
13. Competitive Level Code 0713		14. Agency Use		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	

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	07	Bp	12/16/97
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
SECRETARY (OFFICE AUTOMATION)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)	c. Third Subdivision PROJECT MANAGER FOR ITT SIMULATORS (I)
a. First Subdivision ARMY MATERIEL COMMAND (AMC)	d. Fourth Subdivision
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND	e. Fifth Subdivision

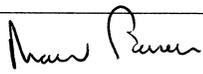
19. Employee Review—This is an accurate statement of the major duties and responsibilities of my position.

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
MARK W. RUSSELL, COL, AV, PM ITTS

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature:  Date: 12-16-97

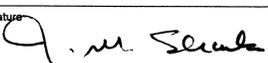
Signature: _____ Date: _____

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.

Typed Name and Title of Official Taking Action
JAMES M. SKURKA, Deputy to the Commander

22. Position Classification Standards Used in Classifying/Grading Position
US OPM PCS for SECRETARY SERIES, GS-0318; 1/79; US OPM PCS for OFFICE AUTOMATION SERIES, GS-0326, 11/90

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 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: 12-98

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT FULL PERFORMANCE LEVEL

BUS: 7777

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

INTRODUCTION

This position is located in the office of the Project Manager for Instrumentation, Targets, and Threat Simulators (PM ITTS). Serves as secretary and is the principal administrative assistant to the Project Manager and his immediate staff 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.

MAJOR DUTIES

1. The position receives all visitors and telephone calls to the Project Manager. Screens in-coming calls by determining the nature and purpose of the call, independently initiates action on non-technical calls not requiring the Project Manager's personal attention, refers them to other staff members, or handles the matter personally. Informs superiors on those cases, which have been referred. Places telephone calls to other government agencies, industrial firms, and educational institutions to relay messages, clarify questions, etc., on a variety of subjects particular to the functions of PM ITTS. Receives visitors from industry, educational institutions, and various governmental agencies. Ascertains purpose of their visit, nature of information desired and determines who they should see to expedite the business most effectively. **25%**
2. Maintains office calendars for the Project Manager and his immediate staff and is authorized to commit their time without prior approval. Through personal or telephone contracts with appropriate individuals, makes arrangements for visits, meetings, conferences, symposia, workshops, etc., on own initiative by reserving space, setting the specific time and contacting appropriate attendees. If necessary, arranges transportation for participants and advises them of the topics to be discussed. Reminds PM and staff of appointments and the matters to be considered before the scheduled meeting. Reschedules appointments on own initiative when it becomes apparent that the previous schedules cannot be met. **25%**
3. Receives, screens and routes incoming correspondence (including all Command message traffic), retaining for own personal attention that which does not require action by the Project Manager or other professional members of the staff, scans periodicals, professional journals, technical reports,

TDRs, specifications, etc., and calls attention to urgent or important new items. Establishes, controls and maintains suspense file ensuring that deadline dates and obligations of the Project Manager are met as committed. Reviews all outgoing correspondence for neatness, accuracy, adherence to established format, and adherence to the Project Manager's administrative policies. Drafts correspondence, such as routine official mail, letters of acknowledgement, congratulatory letters, letters of acceptance and routine official reports. **20%**

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

- 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.

- Utilizes 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 message.

30%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

FL 1-4 - 550 POINTS

Knowledge of the duties, priorities, commitments, 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.

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 the functions and organization of the Naval Air Warfare Center Training Systems Division, Army and Navy command channels, Army and Navy regulations and instructions.

Knowledge of substantive meetings/conferences subject matter sufficient to brief Project Manager on purpose scheduled meetings and results of prior applicable meetings.

Skill in operating a typewriter, personal computer and word processing equipment. A fully qualified typist is required.

Knowledge of grammar, spelling, punctuation and required formats.

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

Knowledge of protocol and related procedures.

Work Situation:

The PM ITTS is one of the four board selected Project Managers located at the Simulation, Training and Instrumentation Command. PM ITTS was chartered to manage the research, development, design, acquisition, fielding, modification and capability accounting of major instrumentation, targets, and threat simulators with an Army-wide mission and delegated authority to task other agencies, issue contracts to industry, establish budgets, and direct reprogramming, conduct program reviews, schedule and approve in Process Reviews, and function as the Army Program Decision Authority for major instrumentation, targets, and threat simulators. Additionally, the PM acts as the Army lead for international technical cooperative planning and coordination in test implementation, targets, and threat simulators; and interfaces with HQS AMC, TRADOC, TECOM, OPTEC, DA, DOD and other services to facilitate planning, programming, budgeting and executing for major test instrumentation, targets and threat simulators. Authorized channels of communication with the Army Secretariat, Army Staff, major commands, major

subordinate commands for AMC, PEO's, other services, federal agencies, and appropriate members of international community.

FACTOR 2. SUPERVISORY CONTROLS - LEVEL 2-3 - 275 POINTS

The supervisor of this position is the Project Manager and Deputy PM. Instructions issued are minimal and are of a general nature pertaining to policies and objectives, while the problems involved in accomplishing these objectives are left to the discretion and initiative of the incumbent. The supervisor describes in general terms the limits of authority, but depends upon the incumbent to use own initiative and judgment in managing the office and scheduling/accomplishing the work. The Project Manager's immediate staff also assigns Work. Completed work is reviewed with respect to its accomplishment of specified objectives.

FACTOR 3. GUIDELINES - LEVEL 3-3 - 275 POINTS

In addition to normal guidelines such as dictionaries and style manuals, guidelines for this position include DA, AMC, and STRICOM administrative and correspondence directives, software user manuals, and standard operating procedures and policies. The incumbent must interpret and adapt these guidelines to the specific work situation. When guidelines are not directly applicable, incumbent is required to use a degree of judgement in interpreting and adapting guidelines to meet specific situations. Problems not subject to guideline resolution are referred to the Project Manager or his staff for decision.

FACTOR 4 - COMPLEXITY - LEVEL 4-3 - 150 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 programs, priorities and commitments of the staff, and include analysis of the subject, phase, or issues involved in individual assignments.

FACTOR 5. SCOPE AND EFFECT - LEVEL 5-2 - 75 POINTS

The incumbent relieves all clerical and administrative duties from the Project Manager, allowing him to concentrate on professional managerial duties. The degree, to which the

Project Manager's office runs smoothly, directly affects the effectiveness of the subordinate offices.

The incumbent is the Secretary of the organization and will ensure the clerical staff is aware of and follows all guidelines set forth by DA, DOD, and STRICOM, and PM ITTS. The incumbent will provide training and guidance as necessary for new clerical staff to familiarize themselves with guidelines particular to the PM ITTS organization.

FACTOR 6. PERSONAL CONTACTS - LEVEL 6-2 - 25 POINTS

Contacts range from those internal to PM ITTS and STRICOM, to high-ranking officials of all DOD services (Army, Navy, Air Force and Marine Corps), Congressional representatives, management representatives of private industry and members of the academic community.

FACTOR 7. PURPOSE OF CONTACTS - LEVEL 7-2 - 50 POINTS

The incumbent plans and coordinates the work of the Project Manager's office by such duties as ensuring a smooth flow of correspondence, arranging meetings and conferences and follow-up on action items.

FACTOR 8. PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

Largely sedentary, but occasionally requires carrying light objects such as files, books, and papers. No special physical qualifications are required.

FACTOR 9. WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

The work is performed in an office setting.

SECRETARY (OA), GS-318-07

KSAs: ACCEPTABLE LEVELS

A. ABILITY TO ORGANIZE EFFECTIVELY THE FLOW OF ADMINISTRATIVE PROCESSES IN AN OFFICE.

Acceptable level would be evidenced by administrative or clerical experience where employee was responsible for designing or planning the administrative work processes within an organizational unit, such as setting up suspense and/or action item tracking systems, maintaining information regarding regularly required reports, contacts and meetings, reviewing current procedures and recommending new/better ways of operating. Evidence must show incumbent was responsible for reviewing the work of subordinate clerical/administrative personnel or assisting lower graded employees with proper format, grammar, spelling and punctuation. Experience at this level will normally be gained from supporting a supervisor who has several organizations under his/her purview which are normally further subdivided.

B. ABILITY TO MAKE ARRANGEMENTS FOR SUCH THINGS AS TRAVEL, CONFERENCES AND MEETINGS.

Acceptable level would be evidenced by previous experience in making travel arrangements, flights, rental cars, hotels, airline tickets, itineraries, travel orders and vouchers. Must demonstrate use of applicable travel procedures and regulations. Must also show experience in setting up conferences, meetings and briefings including agendas, schedules, site/date selections, meeting/conference room reservations, hotel accommodations for participants, preparing necessary background or conference materials. Experience needs to show coordination of efforts with persons outside the immediate employing activity, i.e., higher headquarters, other commands, other agencies.

C. ABILITY TO LOCATE, ASSEMBLE AND PREPARE INFORMATION FOR VARIOUS REPORTS, BRIEFINGS, PRESENTATIONS AND CONFERENCES.

Acceptable level experience would be evidenced by preparation of correspondence, reports, briefings or presentations using various sources, i.e., collecting and summarizing data from subordinate organizations, higher headquarters or other activities; gathering data or information from various outside organizations, i.e., private industry, defense contractors, local state/civic events/information or educational/technological advances.

D. ABILITY TO COMPOSE AND EDIT NON-TECHNICAL CORRESPONDENCE.

Acceptable level would include experience where employee composed on own initiative, responses to inquiries for general information or acceptances/declinations of business or social engagement invitations. Incumbent should also show experience in drafting correspondence from brief oral and/or written instructions, or preparing narrative or statistical reports utilizing various inputs such as files, regulations, other reports. Experience must demonstrate editing supervisor's drafts for punctuation, grammar, spelling and general understandability of written material.

E. KNOWLEDGE OF CORRESPONDENCE AND FILING PROCEDURES.

Acceptable level should indicate previous experience in correspondence preparation where proper format procedures and the interpretation and application of appropriate correspondence and filing regulations were required, i.e., correspondence manuals, message manuals, distribution lists, correspondence instructions, style manuals, thesaurus, etc. Written products should include a full range of different requirements, i.e., memoranda, official letters, business letters, messages, reports, classified (if applicable) correspondence, etc. Experience should include proofreading and correcting content discrepancies, number of enclosures, format/grammar/punctuation/spelling, distribution lists of the work of subordinate clerical personnel, lower graded employees, supervisor or other staff members.

F. ABILITY TO USE VARIOUS TYPES OF SOFTWARE PACKAGES ON A PERSONAL COMPUTER.

Acceptable level of experience would demonstrate use of LAN Software in a Windows 95 environment, word processing (MS Word, Word Perfect), graphics (Powerpoint, Harvard Graphics or other like application), communications (Lotus Notes, etc.), spreadsheet (Excel, Lotus, etc.), Organizer, and Network Scheduler in the preparation of slides, presentations, reports, briefings, speeches, maintenance of supervisor's calendar, message relay, etc. Employee must indicate proficient use of Windows 95 and MS Office 97 software applications as demonstrated by past experience, formal training and/or college courses.