

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Establishment		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL		1. Agency Position No. NL10769	
E (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		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 type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical <input type="checkbox"/> 2- <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Level Code 0636		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	Customer Service Technician (OA)	GS	0303	06		MD 1/16/98
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 (DA)

c. Third Subdivision
DIRECTORATE FOR RESOURCES MANAGEMENT

a. First Subdivision
US ARMY MATERIEL COMMAND (AMC)

d. Fourth Subdivision
SYSTEMS & ACCOUNTING DIVISION (RS)

b. Second Subdivision
SIMULATION, TRAINING & INSTRUMENTATION CMD

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. Advisory 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 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
Mack R. Perry, Chief, Systems & Accounting Div.

Signature: [Signature] Date: 01/16/98

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

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

Signature: [Signature] Date: 01/16/98

22. Position Classification Standards Used in Classifying/Grading Position
USOPM PCS, GS-303, Miscellaneous Clerk and Assistant Series. Office automation grade evaluation guide.

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.

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

24. Remarks
FULL PERFORMANCE LEVEL OF POSITION IS: GS-07 VL11303
BUS: 7777

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

SUPERVISORY CONTROLS

Receives close supervision initially consisting of continuous guidance and instructions and a thorough review of work during progress and upon completion. As training progresses and competence is gained, incumbent is expected and permitted to function with increasing freedom from supervision.

MAJOR DUTIES

Receives training in performance of duties and responsibilities set forth on attached job description (PD#). Gradually assumes more responsibility and learns to perform the full scope of the position. 100 %

Performs other duties as assigned.

NOTE: Non-competitive promotion of the incumbent of this position may be effected provided the attached description is classifiable to its present title, series and grade level at the time the incumbent meets the following requirements:

- a. The incumbent is performing the full scope of the major duties under the supervisory controls stated in the attached description;
- b. The incumbent meets the regulatory qualification requirements for promotion