

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL10770

2. Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other	3. Service Hdqt. <input type="checkbox"/> Field <input checked="" type="checkbox"/>	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL	6. OPM Certification No.
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> 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 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	13. Competitive Level Code 0605

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 (OA)	GS	0318	06		1/16/98
e. Recommended by Supervisor or Initing 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 RESOURCE 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.
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 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: *Mack R. Perry* Date: 01/16/98
b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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
US OPM PCS FOR SECRETARY GS-0318 (TS-34) 1/79
US OPM GEG FOR (OA) (TS-100) 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.
Typed Name and Title of Official Taking Action
JAMES M. SKURKA, DUPTY TO THE COMMANDER
Signature: *James M. Skurka* Date: 01/16/98

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 Systems and Accounting Division of the Directorate for Resources Management of Simulation, Training and Instrumentation Command (STRICOM). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisitions and sustainment activities through the functional matrix organizations and four project managers. The purpose of this position is to perform secretarial and administrative tasks relative to the operation of the Divisions supported. The incumbent serves as the principal clerical and administrative assistant to the Directorate Chief, providing limited administrative assistance to other employees within the Directorate.

MAJOR DUTIES:

Receives all visitors and telephone calls to the office. Exercises judgment to screen calls/visitors by determining the nature and purpose of the call/visit, referring those not requiring the supervisor's attention to other staff members, or handling matters personally. When calls/visits must be referred to the supervisor, the incumbent furnishes the supervisor with readily obtainable information to aid in the discussion. 25%

The incumbent receives all correspondence addressed to the office, attaching any reference or background material deemed appropriate before forwarding it to appropriate employee(s). Responds to mail not requiring the supervisor's direct attention and routes matters requiring further action to responsible action officers within the organization. Reviews all correspondence prepared for the supervisor's signature for clarity, completeness of reply, phraseology desired by the supervisor, necessary coordination, and grammatical and procedural accuracy. Returns inadequate submissions to originator(s) for resolution or recomposition prior to presenting to supervisor for review/signature. 25%

Gathers and assembles material for use in reports, presentations, and speeches made by the supervisor. Prepares briefing charts, presentations and recurring reports using a variety of software packages. Drafts replies to general inquiries, personal acknowledgments, congratulatory letters, acceptance letters, and routine office reports. 25%

Maintains supervisor's calendar, making appointments and arrangements for conferences and meetings without prior approval, based on knowledge of the supervisor's priorities and commitments. Reminds supervisor of meetings and appointments and reschedules appointments when required. On own initiative,

makes arrangements for meetings and/or conferences by reserving space, setting starting time, and contacting/confirming all attendees. If necessary, arranges for the transportation and lodging of participants. The incumbent transmits the agenda and all necessary background material to participants and advises them of topics to be discussed. Makes all necessary travel arrangements for divisions supported by arranging schedule of visits, making transportation and hotel reservations, notifying organizations and officials to be visited, keeping in touch with the supervisor en route, and preparing travel vouchers and reports from travel diaries. 25%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION. LEVEL 1-3 350 PTS
Knowledge Type II

Knowledge of the duties, priorities, commitments, policies, and program goals of the supervisor and staff sufficient to perform assignments such as reviewing publications, directives, and other materials which may affect the division and taking appropriate follow-up action; and to anticipate and prepare materials supervisor may need in order to respond to correspondence or phone calls.

Knowledge of the substantive programs of the organization to perform such tasks as assembling information to be used for reports or responses; to know how to compose correspondence not requiring a technical knowledge; and to maintain awareness of the clerical and administrative problems related to the activity programs.

Knowledge of grammar, spelling, punctuation and regulated formats to prepare and review correspondence prior to supervisor's signature.

Skill in operating an electronic typewriter, personal computer, word processing on-line system with standard office automation programs, and PROFS. A qualified typist is required.

Knowledge of the capabilities, operating characteristics, and functions of a variety of types of office automation software and knowledge of the similarities, differences and integration of the different software types.

Work Situation A

The incumbent serves as the office assistant performing administrative and clerical duties in support of the division, where the required coordination is primarily internal to the organization. Internal procedures are simple and informal, and the Division Chief usually coordinates the work through face-to-face discussions with the staff.

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

The incumbent works under the general supervision of the Division Chief who defines overall objectives and priorities. The incumbent independently plans and carries out the work, handling problems and deviations in the assignment according to established policies and practices questionable matters or those requiring technical decisions are referred to the supervisor for further action. Work is reviewed for adequacy, appropriateness, and conformance to established policies.

FACTOR 3. GUIDELINES. LEVEL 3-3 275 PTS

Guidelines include dictionaries, style manuals, agency instructions (i.e., correspondence, time and attendance, classified information, etc.), software manuals, standard operating procedures, instructions, and rules-of-thumb established by the supervisor. The incumbent interprets and adapts these guidelines to specific situations, recognizing the need for and recommending appropriate changes.

FACTOR 4. COMPLEXITY. LEVEL 4-2 75 PTS

The work includes various duties involving different and unrelated processes and methods. The incumbent is responsible for ensuring the procedures and administrative controls within the office run smoothly and that administrative details are not overlooked. Decisions regarding what needs to be done and how to proceed are based on the incumbent's knowledge of the goals, policies, priorities and commitments of the supervisor and staff.

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

The incumbent ensures the clerical and administrative work of the organization is accomplished effectively, allowing the supervisors to concentrate on technical and managerial duties. The degree to which this is done affects the reliability and accuracy of further processes within the Divisions supported.

FACTOR 6. PERSONAL CONTACTS. LEVEL 6-3 60 PTS

Contacts include employees, supervisors, and management officials within the organization. Other contacts include representatives from other government agencies; contractors, and representatives from professional organizations who deal with the organization on a variety of issues.

FACTOR 7. PURPOSE OF CONTACTS. LEVEL 7-2

50 PTS

The purpose of contacts is to plan and coordinate the clerical and administrative work of the office. Although the contacts often require tact and diplomacy, the persons dealt with are usually working toward mutual goals and have cooperative attitudes.

FACTOR 8. PHYSICAL DEMANDS. LEVEL 8-1

5 PTS

The work is sedentary.

FACTOR 9. WORK ENVIRONMENT. LEVEL 9-1

5 PTS

The work is performed in a typical office setting.

GS-06 Point Range: 1105-1350

Total Points assigned: 1170

Grade: GS-06