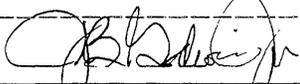


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position NL10959							
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location PATRICK AFB, FL		5. Duty Station PATRICK AFB, FL		6. OPM Certification					
Explanation (Show any positions replaced) -				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 Act Yes <input checked="" type="checkbox"/>					
				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 Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Lev. 0563			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		D	
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		BAP 05		bp		8 Apr	
e. Recommended by Supervisor or Initiating Office													
18. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment DEPARTMENT OF DEFENSE (DOD)						c. Third Subdivision DEOMI BRANCH CAMPUS PROGRAM							
a. First Subdivision OFC OF THE DEPUTY ASST SEC OF DEF (EQUAL OPPORT)						d. Fourth Subdivision DEOMI MAIN CAMPUS							
b. Second Subdivision DEFENSE EQUAL OPPORTUNITY MGMT INSTITUTE						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 to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementations.							
a. Typed Name and Title of Immediate Supervisor THERESA C. MORRIS, DIR OF ACADEMICS, LTC, USAF						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature 			Date 21 Nov 88			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 US OPM PCS FOR SECRETARY SERIES, GS 318; US OPM PCS FOR OFFICE AUTOMATION, GS-326; US OPM GRADE EVAL GUIDE FOR OFFICE AUTOMA							
Typed Name and Title of Official Taking Action JAMES E. GODWIN, COL, CHIEF OF STAFF						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 exempted FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature 			Date										
23. Position Review		INITIALS		DATE		INITIALS		DATE		INITIALS		DATE	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks THE POSITION IS AT THE FULL PERFORMANCE LEVEL													
BUS: 7777													
25. Description of Major Duties and Responsibilities (See Attached)													

### INTRODUCTION

The primary purpose of this position is to provide administrative support to the elements of the Defense Equal Opportunity Management Institute (DEOMI) Branch Campus Program, located at the Branch Campus (BC), U.S. Army National Guard Professional Education Center (PEC), Camp Robinson, Little Rock, AR and coordinate BC activities with those of the Main Campus (MC), located at DEOMI, located at Patrick Air Force Base, FL. Military and civilian students who cannot be accommodated at the Main Campus (MC) are trained as Equal Opportunity Advisors (EOAs) through the BC program. Students at the BC receive training originating at the MC through distance learning technology, participate in small group exercises and training led by DEOMI MC-trained instructor/trainer/facilitators at the BC, receive counseling and assistance in academic studies by DEOMI MC-trained instructor/trainer/facilitators at the BC, and, are tested in knowledge and skills acquired during the program of instruction. The operational activities of the incumbent will involve staff supervision, classroom instruction, and small group facilitation, EO training program research, development, design and implementation.

### MAJOR DUTIES

The incumbent actively participates in the management of an organization by performing routine administrative and miscellaneous clerical work. Based upon a good working knowledge of the office and the programs under the supervisor's control, the incumbent resolves problems associated with the administrative and clerical work of the office.

1. Prepares a wide variety of recurring and some nonrecurring correspondence, reports, and other documents and reviews and finalizes correspondence/documents prepared by others in handwritten or electronic drafts. Composes routine non-technical correspondence, such as instructions on office procedures, requests for information, and letters of acknowledgment or notification. Consolidates and finalizes information for various reports in accordance with established reporting procedures. Gathers and summarizes information from files and documents for supervisor's use in responding to inquiries, recognizing which information is or is not relevant to the issue at hand. Proofreads/edits correspondence and documents for correct grammar, spelling, capitalization, punctuation, and format. Returns incorrect material prepared by others with revisions marked.

25%

2. Reviews and processes incoming and outgoing correspondence, materials, publications, regulations, and directives. Screens incoming mail to identify what needs to be brought to the attention of the supervisor, referred to appropriate staff, rerouted to other organizations/offices, or handled personally. Establishes and monitors suspense dates and brings to supervisor's attention those that cannot be met by requested date or when there is a conflict. Reviews outgoing correspondence prepared by others for procedural and grammatical accuracy, conformance with general policy, and factual correctness. Advises the writer of any deviations or inadequacies. Ensures coordination procedures are followed.

20%

3. Receives telephone calls, greets visitors, and ascertains the nature of the calls or visits. Based upon knowledge of the organization and its programs and operations, refers telephone calls and visitors to appropriate staff or office. Personally answers non-technical requests for information such as status of reports, suspense dates for matters requiring compliance, and similar information readily available from files or from knowledge of organization. When unable to locate information or cannot answer question, refers caller/visitor to a staff member. Provides follow-up on requests for information.

15%

4. Maintains supervisor's calendar, coordinates meeting arrangements, and schedules meetings and/or conferences. Schedules appointments and meetings without prior approval in accordance with supervisor's policies and priorities, and coordinates with the supervisor as necessary. Based on information provided by supervisor concerning the purpose of meeting and people to attend, makes necessary arrangements such as location, time, contacting participants, and ensuring all required materials and services be provided. Informs supervisor of conflicts, reschedules appointments when it is clear that the supervisor will not be able to make all commitments, contacts other people to attend meetings in lieu of supervisor when necessary, and makes calendar available to supervisor and others to minimize conflicts in scheduling. Independently notes and follows-up on commitments made at meetings and conferences by staff members.

10%

5. Performs other clerical and administrative work in support of the office/organization. Establishes, updates, and maintains office records of various types that may be needed or

will assist in the efficient operation of the office. Provides advice and guidance on clerical and procedural requirements and instructions to other clerical personnel and/or staff members assigned to the organization. Reviews and updates office procedures to ensure effective and efficient operations regarding the clerical, procedural, and administrative work of the unit. Establishes, maintains, purges, and disposes of office records/files in accordance with regulations and procedures. Makes travel arrangements, such as scheduling transportation, making reservations, and preparing travel orders and vouchers, based on general travel intentions, known preferences of traveler, and in accordance with appropriate travel regulations. Prepares, consolidates, submits, and maintains time and attendance records in accordance with established procedures. Requisitions office supplies, printing support, and related materials and services. Updates tracker or suspense files as required. May serve as a liaison between supervisor and subordinate units. May be responsible for the receipt, control, logging, safekeeping, and necessary action on classified materials.

10%

6. Uses multiple office automation software with varied functions to produce a wide range of documents that often require complex formats, such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising existing databases or spreadsheets. Independently plans and performs complex office automation duties requiring different approaches and methods from one assignment to another, such as using different packages to: edit lengthy and complicated reports; collect, select, organize, and provide information; track the status of a number of projects assigned to the organization; and resolve incompatibility problems in transferring text from one software package to another when menu options and specific software instructions are not available. Develops methods and procedures for office automation tasks, and identifies and solves problems in existing methods or procedures. Uses word processing software to create, copy, edit, store, retrieve, and print forms, memos, and letters; uses database or spreadsheet software to create, enter, revise, sort or calculate, and retrieve data for reports; and uses graphic software to provide graphs and charts for reports and presentations. Transmits and receives documents and messages electronically using personal computers or workstations that are networked or linked to other computers or workstations.

25%

Performs other duties as assigned.

**FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION**

**FL 1-3 - 350 POINTS**

-- Knowledge of duties, priorities, commitments, policies, and program goals of the organization sufficient to perform nonroutine assignments, such as independently noting and following-up on commitments made at meetings/conferences; advising others on preparing correspondence, requirements for various reports, and interpreting new instructions and procedures; or locating and summarizing information from files and documents that requires recognizing which information is or is not relevant to the problem at hand.

-- Knowledge required to coordinate the work of the office with the work of other offices and to recognize the need for such coordination in various circumstances.

-- Knowledge of correct grammar, spelling, punctuation, capitalization, and format to prepare and edit written correspondences and reports.

-- Knowledge of programs of the organization as they relate to clerical and administrative support functions.

-- Skill in operating office automation equipment (e.g., personal computers, electronic typewriters, printers, etc.) and the ability to use the advanced functions of multiple types of software programs (e.g., word processing, graphics, database management, etc.) to produce a variety of narrative, statistical and visual documents and reports. Knowledge of the nature and capability of different software packages and the integration compatibility's among different software types.

-- Knowledge of standard office equipment, such as electric/electronic typewriters, copiers, fax machines, and office automation systems, to perform a substantial range of office automation support.

-- A fully qualified typist is required.

**WORK SITUATION A, KNOWLEDGE TYPE III:** The incumbent utilizes a substantive knowledge of the organization and carries out administrative and clerical tasks for the supervisor and staff members.

**FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 POINTS**

The supervisor defines the overall objectives and priorities of the work in the office and assists the secretary with some special assignments. The secretary plans and carries out the work of the office and handles problems and deviations in accordance with established instructions, priorities, policies, commitments, and program goals of the supervisor, and accepted practices. Methods used are almost never reviewed in detail. Completed work is evaluated for adequacy, appropriateness, and conformance to established policy.

**FACTOR 3. GUIDELINES - FL 3-2 - 125 POINTS**

Guidelines typically include dictionaries; style manuals; office automation tutorials and manuals; agency instructions concerning such matters as correspondence, files/records management, and the handling of classified information; and operating policies of the supervisor and organization served. The secretary locates and selects the appropriate guidelines, references, and procedures for application to specific cases, referring situations to which the existing guidelines cannot be applied or significant proposed deviations to the supervisor.

**FACTOR 4. COMPLEXITY - FL 4-2 - 75 POINTS**

Employee performs a full range of procedural duties in support of the office, such as preparing routine reports from information readily available from files, scheduling and making arrangements for meetings, and making travel arrangements and preparing various travel forms. Although decisions regarding what needs to be done are based on knowledge of the duties, priorities, commitments, policies, and goals of the organization, the work consists of duties that involve various related steps, processes, or methods that require the employee to recognize the existence of and differences among clearly recognizable situations. Actions to be taken or responses to be made differ in such things as the sources of information, the kind of transactions or entries, or other readily verifiable differences. Decisions are based on knowledge of the procedural/administrative requirements of the work coupled with an awareness of the specific functions and staff assignments of the office.

**FACTOR 5. SCOPE AND EFFECT - FL 5-2 - 75 POINTS**

The purpose of the work is to carry out specific procedures. The work affects the accuracy and reliability of the office and further processes, such as serving as liaison between the supervisor and subordinate units, consolidating reports submitted by subordinate units, and arranging meetings involving staff from outside the immediate office.

**FACTOR 6. PERSONAL CONTACTS - FL 6-2 - 25 POINTS**

Personal contacts are with employees in DEOMI at both the BC and MC. People contacted are generally engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency. Contacts may also include members of the general public, as individuals or groups, in a moderately structured setting.

**FACTOR 7. PURPOSE OF CONTACTS - FL 7-2 - 50 POINTS**

Purposes of contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems. This includes contacts for purposes of clarifying or exchanging information, scheduling and arranging meetings, making travel arrangements, providing other office employees with guidance and help on applicable procedures, and ensuring reports and responses to correspondence are submitted by the staff on time.

**FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS**

The work is sedentary. In addition to the demands of a typical office setting, the incumbent is required to engage in lifting, moving, and connecting computers and other distance learning and office equipment.

**FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS**

The work is performed in a typical office setting, requiring the use of normal safety precautions necessary for an office environment. The work area is adequately lighted, heated, and ventilated.