

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission Description of establishment: <input checked="" type="checkbox"/> New, <input type="checkbox"/> Hdqtrs., <input checked="" type="checkbox"/> Field, <input type="checkbox"/> Other Position (Show any positions replaced)				3. Service		4. Employing Office Location ORLANDO, FL		5. Duty Station		1. Agency Position No. NL11299001	
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 type="checkbox"/> Yes, <input checked="" type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive, <input type="checkbox"/> Excepted (Specify in Remarks), <input type="checkbox"/> 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, 2-Noncritical Sensitive, 3-Critical Sensitive, 4-Special Sensitive				13. Competitive Level Code 05-63		14. Agency Use		15. Classified/Graded by		16. Organizational Title of Position (if different from official title)	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management						GS		318		05	
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review				Secretary (Office Automation)							
e. Recommended by Supervisor or Initiating Office											
17. Name of Employee (if vacant, specify)										EHLEITER, L	
18. Department, Agency, or Establishment US ARMY MATERIEL COMMAND				c. Third Subdivision PM COMBAT SUPPORT TNG SYS (CSTS)		a. First Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND		d. Fourth Subdivision		e. Fifth Subdivision OBJECT MANAGER FOR TRAINING DEVICES - PM TRADE	
19. Employee Review—This is an accurate description 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 violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor JOHN ANDERSON, PD, CSTS				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) WILLIAM MARROLETTI, Deputy Proj. Mgr.		Signature <i>John Anderson</i>		Signature <i>W. Marroletti</i>		Date 30 NOV 90	
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 USOPM PCS Typing & Stenography GEG 01/		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 <i>John W Holly</i>		Date 30 Nov 90	
23. Position Review				Initials		Date		Initials		Date	
a. Employee (optional)											
b. Supervisor											
c. Other											
24. Remarks: This position is at the full performance level.											
BUS: 7777											
SKILL CODES: ANT - 80%											
ANX - 20%											
FBS POINTS: 350, 275, 125, 75, 75, 25, 50, 5, 5 = 985/GS-05											

Introduction.

a. This position is located in the Combat Support Training Systems Branch (CSTS), Office of the Product Manager for Training Devices (PM TRADE).

b. The purpose of this position is to coordinate administrative, secretarial and clerical tasks relative to the operation of this office.

Major Duties and Responsibilities.

a. Keeps supervisor's calendar; schedules appointments and conferences without prior approval; and briefs supervisor on subject matter of meeting/results of any applicable previous meetings. (5%)

b. Receives telephone calls and visitors to CSTS. Determines purpose of call/visit. (5%)

c. Processes incoming correspondence. Establishes suspense file to assure timely reply action. (20%)

d. Types a variety of correspondence (letters, memoranda, reports), working from rough drafts or transcriber and assuming responsibility for correct spelling, grammar, punctuation, format and factual accuracy. Employee is authorized to return to originator any correspondence requiring correction or clarification. After signature, employee distributes documents to appropriate action/information addressees. (20%)

e. Establishes and maintains office files and records. (5%)

f. Prepares visual aid material, including charts, tables and transparencies to display selected data. (10%)

g. Performs a variety of administrative functions such as ordering supplies, securing printing services, maintaining time and attendance records, preparing administrative/personnel action documents; and preparing recurring and special reports. (10%)

Factor 1 - Knowledge Required

Knowledge of functions of CSTS sufficient to direct callers and to process incoming correspondence (i.e., to provide information personally or to forward incoming material to supervisor/subject matter specialist).

Knowledge of substantive meeting/conference subject matter sufficient to brief supervisor or specialists on purpose of scheduled meetings and on results of applicable prior meetings.

Skill of qualified typist and word processor to process the various items of correspondence originated by office personnel.

Knowledge of office procedures/paperwork handling procedures sufficient to establish correspondence files, order supplies, obtain printing services, maintain time and attendance records, prepare administrative/personnel action documents, and prepare administrative reports.

Knowledge of PM TRADE organizational components and their functional assignments sufficient to abstract and route FYTP plans, TRMS data and Release of Materiel for Issue information to appropriate components within the Command.

Understanding of PM TRADE project milestone data sufficient to determine whether or not test dates reflected therein are in agreement with TECOM Program Interchange Operational Planning Forecast for Developmental Testing schedules.

Factor 2 - Supervisory Controls.

Supervisor makes initial assignments and provides general guidance concerning priority, deadlines and objectives. Employee is responsible for scheduling and organizing work to meet the desired objectives. -Completed work is spot checked for adherence to established procedures, accuracy and adequacy. Employee consults supervisor for problem resolution only when the most unusual or difficult problems are encountered. Otherwise the employee works independently within general written guidelines or oral instruction.

Guidelines

Specific Army and local command correspondence, filing, administrative and test program procedural guidelines are available for reference. Employee must exercise judgment in selecting appropriate guideline for each assignment and in referring situations without applicable guidelines to supervisor for resolution. Employee makes priority decisions and negotiates priorities with numerous engineers and specialists for the processing of documents. Supervisor is consulted only when unusual priority decisions are required.

Factor 4 - Complexity

In addition to typing, filing and correspondence review functions, the work includes such duties as ordering supplies, arranging for printing services, maintaining time and attendance records, and monitoring of test program report documentation. Employee must follow special procedures established by servicing groups; in monitoring test program data he/she must reconcile or update scheduled test dates.

Factor 5 - Scope and Effect.

Work assignments facilitate the work of other Division personnel by providing them with administrative, typing and clerical support. Supervisor's involvement with incoming correspondence, telephone callers and visitors is reduced by employee's services. Reliability of further processes is affected by information/guidance given to callers by incumbent and by results of test program report monitoring.

Factor 6 - Personal Contacts.

Contacts are with (1) operational components within PM TRADE for test program monitoring; (2) service groups within PM TRADE and other Orlando commands; (3) civilian/military personnel of other Army commands elsewhere in CONUS; and (4) all personnel within Division.

Factor 7 - Purpose of Contacts.

To give/obtain information; to control replies to correspondence; and to obtain administrative or support services for the Division.

Factor 8 - Physical Demands.

Largely sedentary (desk) work, but can require walking, bending, lifting of light objects, such as books.

Factor 9 - Work Environment.

Work is performed in a typical office environment.