

POSITION DESCRIPTION (Please Read Instructions on the Back)

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 ORLANDO, FL		5. Duty Station ORLANDO, FL		1. Agency Position No. NL12150	
Explanation (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 Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 0713	
		SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>				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	SECRETARY (OFFICE AUTOMATION)	GS	318	07	(J)	19 JAN 01
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)

a. First Subdivision
U.S. ARMY MATERIEL COMMAND

b. Second Subdivision
SIMULATION, TRAINING & INSTRUMENTATION CMD

c. Third Subdivision
DIRECTORATE FOR OPERATIONS AND SUPPORT

d. Fourth Subdivision

e. Fifth Subdivision

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
DAVID W. MANNING, DIR FOR OPNS AND SUPPORT

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

Signature _____ Date 1/19/01

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
USOPM PCS FOR SECRETARY, GS-0318; USOPM PCS FOR OFFICE AUTOMATION CLERICAL & ASSISTANCE SERIES, GS-0326; USOPM OFFICE AUTOMATION GRADE EVALUATION GUIDE

Typed Name and Title of Official Taking Action
JAMES B. GODWIN, 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 exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature _____ Date 1/30/01

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL.
BUS: 7777

INTRODUCTION

This position is located in the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base program and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. Serves as the focal point for administrative actions between the Directorate and other organizational elements.

MAJOR DUTIES

As the Directorate secretary, serves as personal assistant to the Director and participates in the management of its programs through intimate knowledge of policies and views on current problems and special interests. Solves office emergencies and minimizes those of the supervisor by quickly adapting to current problem and gathering factual information for supervisor's use in making decisions. This position is responsible for performing a variety of administrative and clerical duties in support of the Directorate requiring a general knowledge of the organization and its overall activities.

1. Receives telephone and personal callers; identifies caller and nature of call and decides which must be directed to supervisor, which can be referred elsewhere, and which can be taken care of personally. When background information is required as part of reply, tactfully postpones conversation, obtains required material, and presents to supervisor when the call is returned. Places calls for the supervisor or in the place of supervisor when deemed necessary. Ensures supervisor is informed of significant items that occur and if necessary, contacts the supervisor while on TDY.

- Maintains calendar of conferences and independently arranges meetings, briefings and appointments with proper subject matter personnel. Makes travel arrangements, monitors important telephone conversations and selected

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conferences to assure commitments and schedules do not conflict and to make substantive selective notes for later reference. Exercises an intimate knowledge of supervisor's contacts to carry out assignments.

40%

2. Composes memoranda and correspondence from notes furnished, checking accuracy of and completing references; composes on own initiative, routine correspondence from brief instructions or personal knowledge of needs; sends routine acknowledgement or selects form letters in response to routine inquiries.

- Monitors and records important telephone conversations and attend supervisor's conferences as requested. In both instances, takes notes and composes memoranda for the record, summarizing discussions, recommendations, agreements, and commitments.

- Assembles and summarizes information from office records or other available sources for the supervisor, from general instructions as to kind of material wanted and its purpose. Review publications, regulations and directives, refers those of importance or interest to the supervisor and/or staff.

- Receives and reviews all incoming mail for nature of action to be taken and suspense dates. Prepares responses to routine requests without consulting supervisor. Drafts letters of non-technical matters and gathers supplementary or explanatory materials needed for supervisor.

- Reviews outgoing correspondence originating in all Divisions for grammatical accuracy, format and special policies. Returns communications to originator for corrections when not in conformance with correspondence policies or regulations, using tact to maintain good personal relations. Calls to supervisor's attention any departure from policies or views if problem cannot be resolved with writer. Follows-up on work to assure compliance with established suspense dates.

- Instructs, assists and provides guidance to subordinate secretaries on procedural matters such as preparing special reports, correspondence, timekeeping, travel and suspense systems.

- Establishes and maintains office files.

30%

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3. Performs office automation duties involving several types of software packages to produce a wide range of narrative, statistical, and graphical documents (e.g., staff studies, correspondence, technical papers, statistical spreadsheets, briefing packages, screen shows, forms, etc.). Selects appropriate software package to complete assignments. Uses advanced software functions to generate tables of contents, import graphics and statistical spreadsheets into narrative reports, and merge text documents with address lists for multiple letters. Prepares viewgraphs or screen shows, linking spreadsheets and graphical symbols to enhance charts. Receives and transmits documents electronically importing/ exporting through word processor, spreadsheet, database or graphics programs for reviewing and editing. Receives, transmits and distributes documents received to staff, as appropriate.

30%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

FL 1-4 - 550 Points

KNOWLEDGE TYPE III

Knowledge of the substantive program of the Directorate as related to the clerical and administrative support functions. Ability to coordinate the work of the office with the work of other offices and subordinate Division offices. Ability to advise subordinate secretaries/clerks on administrative guidelines and procedures.

- Knowledge of the Directorate's work sufficient to screen requests for information. Ability to search office records and compile information/data in nonstandard formats.

- Knowledge of the duties, priorities, commitments, and program goals of the Directorate to shift schedule in response to fluctuating workloads and crisis management.

- Knowledge of correspondence and report preparation procedures; security regulations; the Modern Army Record Keeping System (MARKS); travel regulations/procedures; time and attendance regulations/procedures; and requisition regulations and procedures sufficient enough to explain to subordinate secretarial/clerical staff.

- Knowledge of office automation systems to use several types of software for various office needs; processing

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procedures and function keys for performing a substantial range of functions within each software type.

- Knowledge of correct grammar, spelling, punctuation, capitalization and specialized terminologies related to the Directorate.

- Skill in operating a microcomputer or typewriter to produce text and tabular documents. A fully qualified typist is required.

WORK SITUATION B

The Directorate consists of permanent professional, technical, administrative and clerical personnel, and is sub-divided into subordinate Divisions. A formalized system of internal procedures is established requiring extensive coordination, reporting requirements, and administrative controls within the Directorate and with other Directorates/Project Managers within STRIC04. The supervisor manages staff involved in monitoring project schedules and budgets as it relates to the simulation, training and instrumentation of training devices and weapons.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 Points

Works under general supervision of the Director. Incumbent independently applies a thorough knowledge of regulatory guides, policies and procedures to accomplish assigned duties. Plans and devises own work methods and discusses only unusual or unprecedented problems with supervisor. The work is reviewed to ensure the overall objectives of the position are met.

FACTOR 3. GUIDELINES - FL 3-3 - 275 Points

Guidelines include dictionaries, style manuals, correspondence, travel, and handling classified information, regulations, and operating policies of the Directorate and STRICOM and higher headquarters. When no guides are available, incumbent follows standing policies and rule-of-thumb established by the supervisor.

Incumbent applies judgement in determining course of action to take in dealing with calls, visitors, or correspondence requiring immediate attention. Interpretation and adaptation of the guidelines to specific problems are frequently required in determining priorities and in resolving complaints. Guidance provided to subordinate secretaries includes training on regulations and procedures for

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correspondence, filing, timekeeping, travel, suspense systems, etc.

FACTOR 4. COMPLEXITY - Level 4-3 - 150 Points

Work involves different and unrelated steps, processes, and methods. Incumbent perform a full range of duties in support of the Directorate including; arranging travel and accommodations; setting up conferences; and preparing reports, briefings, and statistical information by researching files for information. Decisions on what needs to be done are based on incumbent's knowledge of the requirements, priorities, commitments, policies, and program goals of the Directorate, the supervisor, and the staff.

FACTOR 5. SCOPE AND EFFECT - FL 5-2 - 75 Points

The incumbent ensures the clerical and administrative work of the Directorate is accomplished effectively in accordance with established-policies and procedures. -The degree in which the Directorate office operates smoothly is effected by the quality of the clerical and administrative support for the Directorate's professional and technical services.

FACTOR 6. PERSONAL CONTACTS - FL 6-3 - 60 Points

Phone calls and visits to the Director include those by Division employees, STRICOM and NAWC-TSD employees, higher headquarters, officials from other agencies, Federal, State, national, regional or local officials, business executives; foreign officials, academia, contractors and members of the public in general, seeking information on a wide range of internal issues and subjects affecting the Directorate.

FACTOR 7. PURPOSE OF CONTACTS - FL 7-2 - 50 Points

The purpose of the contacts is to plan and coordinate the work of the Directorate. The incumbent informs contacts of critical decisions made by the Director, confirms and verifies information on upcoming meetings, and answers questions relating to the operation of the Directorate. Although contacts often require tact and diplomacy, the persons dealt with are usually working toward mutual goals and have cooperative attitudes. Incumbent ensures time requirements are met by subordinate offices for preparing reports and correspondence.

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FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 Points

Work is generally sedentary in nature with some walking, standing and bending. Occasionally requires moderate physical activity, such as carrying light items such as books and papers or lifting stacks or boxes of records.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 Points

Work is performed in an office atmosphere that's well-lit and climate controlled, where normal safety precautions for an office are exercised including everyday risks and discomforts typical of offices and meeting rooms.

TOTAL POINTS = 1445