

REASON FOR THIS					POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
<b>RECOMMENDED</b>							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
<b>OFFICIAL</b>							
10. TITLE Secretary (Office Automation)							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	0318		04	MONTH/DAY/YEAR		YES	NO
				7/1/02			
18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
I certify that this is an accurate statement of the major duties and responsibilities of the 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 continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title					24. Second Level Supervisor's Name and Title		
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	1-3	350	6. Personal Contacts	6-2	25		
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-2	50		
3. Guidelines	3-2	125	8. Physical Demands	8-1	5		
4. Complexity	4-2	75	9. Work Environment	9-1	5		
5. Scope and Effect	5-2	75	27. TOTAL POINTS		27. 835		
Grade based on GS Pos. Class Std. For Secretary GS-318 (TS-34 dtd 1/79 / TS-64 dtd 6/82-supplemental)				28. GRADE		28. 04	
<b>CLASSIFICATION CERTIFICATION</b>							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 7/1/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA:N Standard Job#318-04					33. OPM Certification Number		

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

**A. KEY DATA**

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				04	

**B. MASTER RECORD**

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)					
GS	0318		0001C	SECY OFF AUTOMATION					
6. HQ.FLD.CD. (1)	7. SUP.CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)	10. DT. CLASS (6)			
1=HQ 2=FLD	8	2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA	6=Leader WLGE 8=All Others		X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO	DAY	YEAR
							07	01	02
11. EARLY RET. CD. (1)		12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT.INACT/REACT (6)		15. AGCY. USE (10)	
1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		A		I=Inactive A=Active		MO DAY YEAR	
16. INTERDIS. SER. (40)									
(4)		(4)		(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)									
(5)		(5)		(5)		(5)		(5)	

**C. INDIVIDUAL POSITION**

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)		4. POS. SENS. (1)		5. COMP. LEV. (4)							
N E=Exempt N=Nonexempt		0 N		0=None 3=SF 278 4=OGE 450		A=Sched A B=Sched B C=Sched C		0=Excepted but not A, B, C							
						1N N		1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)							
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy A=No Change							
								B=Lower Grade C=Higher Grade							
								D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)	
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)				MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR	
														07 01 02	
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)		20. NTE. DT. (6)		21. POS. ST. BUD(1)			
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RGE 6=Policy Analysis GEG						MO DAY YEAR		MO DAY YEAR		Y=Perm N=Other			

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)												
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.		9=Other	

23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)		26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
MO	DAY	YEAR	MO	DAY	YEAR	A	1=Inact. 2=Act.	MO	DAY	YEAR						

30. CLASSIFIER'S SIGNATURE										31. DATE	

32. REMARKS

Standard Job #318-04

## **A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from the supervisor.

Receives telephone calls, greets visitors, and directs to appropriate staff members for attention or action. Personally takes care of matters related to routine or procedural issues of the office.

Receives all incoming correspondence, screens material prior to distribution for due dates, establishes controls, and follows up on actions for supervisor. Reviews outgoing correspondence for procedural and grammatical accuracy. Corrects or returns documents that contain errors or do not conform to office policies.

Uses office automation software packages and equipment to type, edit, and format letters, memoranda, reports, manuscripts, research documents, charts, graphs, and/or forms. Types documents from rough draft into final form, ensuring accuracy with regard to format, spelling, grammar, punctuation, and distribution of copies.

Establishes and maintains the office filing system(s) to meet program needs for information storage and retrieval. Files may include administrative material and regulations, correspondence, reports, forms, and/or documentation pertaining to activities of the office.

Determines supplies needed for the office, prepares the necessary paperwork, and receives and distributes supplies and special order items. Arranges for office equipment repairs by contacting appropriate vendor or responsible party and preparing related paperwork.

Makes travel arrangements for staff based on instructions provided for scheduling transportation, making room reservations, preparing travel authorizations and itineraries, and preparing travel vouchers.

Prepares and transmits Time and Attendance records and reports for office staff.

## **B. Evaluation Factors**

- 1.** Knowledge Required by the Position                      FLD 1-3                      350 pts.  
(Type II, Work Situation A)

Knowledge of the basic mission, program(s), policies and clerical procedures of the office to perform duties such as distribute and control mail, refer phone calls and visitors, and provide general, non-technical information.

Knowledge of English grammar, spelling, punctuation and required formats to type, proofread, and correct errors in documents consistent with requirements for style and content.

Skill in operating a personal computer (PC), including related equipment such as a printer and/or modem, as well as an electric typewriter. A qualified typist is required.

Knowledge of software package functions and features, including EITHER (1) the varied functions of more than one software package OR (2) the varied and advanced functions of one software package to perform accurate word processing and to format, arrange, produce and update a wide variety of complex documents.

Knowledge of the procedures used to requisition office supplies and equipment maintenance.

Knowledge of the office filing system and procedures used to determine whether to maintain or dispose of materials.

### **Work Situation A**

The office/organization is relatively small and of limited organizational complexity. The supervisor directs the staff primarily through face-to-face discussions and periodic staff meetings. Internal administrative controls and procedures are relatively simple and informal, reflecting the absence of complicated problems in coordinating the work of the staff.

**2. Supervisory Controls** FLD 2-2      125 pts.

The supervisor provides assignments, generally indicating what is to be done, quantity expected, deadlines, and priorities. Additional instructions are provided for new, difficult, or unusual assignments. The incumbent uses initiative to independently perform recurring assignments. Work is performed as it arrives, or in accordance with established priorities and instructions. Only problems and unfamiliar situations not covered by instructions are referred to the supervisor. The supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

**3. Guidelines** FLD 3-2      125 pts.

Established procedures and specific guidelines are available for reference purposes. Guidelines include dictionaries, style manuals, manufacturer's manuals and tutorials for PC hardware and software, agency directives and instructions, sample work products and precedents, and the operating policies of the supervisor. The secretary uses judgment in selecting the appropriate guidelines and references for application to specific cases, referring significant deviations or unusual situations to the supervisor.

**4. Complexity** FLD 4-2      75 pts.

The clerical duties performed include the full range of procedural duties in support of the office. Decisions regarding what needs to be done generally involve choice among established alternatives. Actions to be taken and responses to be made primarily concern differences in factual situations and awareness of functional specialties of the staff members.

- 5. Scope and Effect** FLD 5-2 75 pts.
- The position supports the supervisor and the staff by relieving them of various administrative and clerical duties and allowing them to focus on the organization's primary mission. The work is essential to the smooth operation of the organization. Workload has to be properly managed in order to meet deadlines. The work performed by the secretary affects the accuracy and reliability of further processes and contributes directly to the overall image and effectiveness of the office.
- 6. Personal Contacts** FLD 6-2 25 pts.
- Principal contacts are with coworkers, office callers and visitors, administrative support services personnel (procurement, supply, personnel, property, travel, budget, etc.), and outside vendors. Other contacts may include the general public, university personnel, and representatives of industry.
- 7. Purpose of Contacts** FLD 7-2 50 pts.
- Contacts are for the purpose of exchanging information between staff, supervisor, and outside sources. These contacts are also required to plan and coordinate work efforts and to resolve operating problems or concerns in the accomplishment of the secretary's work.
- 8. Physical Demands** FLD 8-1 5 pts.
- Work is essentially sedentary, but does require some walking, standing, bending, and carrying of light items.
- 9. Work Environment** FLD 9-1 5 pts.
- The work environment involves the normal risks and discomforts typical of an office.

**Secretary (Office Automation)**  
**GS-0318-04**

Standard Job #318-04

**C. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

Total Points = 835

Grade Conversion = GS-0318-04

August 20, 1996