

POSITION DESCRIPTION

1. Agency PDCN 70042000/80032000

2. Reason for Submission Redescription New Reestablishment Other Explanation (Show Positions Replaced)	3. Service HQ Field X	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required Exec Pers Financial Disclosure Employment & Financial Interests	9. Subject to IA Action Yes X No
		10. Position Status Competitive X Excepted (32 USC 709) X SES (Gen) SES (CR)	11. Position is Supervisory Managerial Neither X	12. Sensitivity Non-Sensitive Noncritical Sens Critical Sens Special Sens

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment X c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Secretary (OA)	GS	0318	05	rmp	6 Oct 92

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
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18. Dept/Agency/Establishment - National Guard Bureau	c. Third Subdivision -
a. First Subdivision - State Adjutant General	d. Fourth Subdivision -
b. Second Subdivision -	e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)
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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 related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action ROGER M. PARRISH Signature _____ Date 6 Oct 92 //signed//	22. Standards Used in Classifying/Grading Position USOPM PCS for Secretary Series, GS-0318, Jan 79; USOPM PCS for 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 OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date								
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-PR-WPC, ID # CRA92-1021, 6 Oct 92

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

DUTIES:

This position is located in an Army or Air National Guard organization or unit. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates in the management of the office by applying a good working knowledge of the organizational functions and procedures in order to relieve the supervisor(s) of clerical and administrative support work.

-- Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Provides information desired when routine or procedural matters of the office are involved.

-- Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from supervisor. Keeps informed of supervisors whereabouts to assure minimum delay concerning important messages or visitors.

-- Receives incoming correspondence, screens material prior to distribution, establishes controls, and follows up for the supervisor.

-- Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Returns such communications to originator for correction. May advise and instruct subordinate offices to obtain higher degree of compliance with general policies and correspondence procedures.

-- Maintains office files of correspondence, directives, regulations, and other convenient information.

-- Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports.

-- Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material.

-- Performs other duties as assigned.

Factor 1. Knowledge Required by the Position

Knowledge Type II

- Knowledge of the organizational functions and procedures necessary to perform such duties as distribute and control mail, refer phone calls and visitors and provide general, nontechnical information.
- Knowledge of the filing system and various references and handbooks commonly used by the staff in order to classify, search for, and dispose of materials.
- Knowledge of procedures required to maintain leave records of the staff and to prepare forms required for various personnel actions.
- Knowledge and skill to coordinate the work of the office with subordinate offices.
- Knowledge of grammar, spelling, punctuation and required formats.
- Knowledge of general office automation software, practices, and procedures and competitive level proficiency in typing to accomplish word processing/office automation responsibilities.

Work Situation B

- Organization is subdivided into subordinate segments which are supervised through one or more levels of supervision or in an organization of limited complexity where extensive responsibility exists for outside coordination. There is a system of formal internal procedures and administrative controls. Coordination among the subordinate units as well as coordination outside of the organization requires continuous attention.

Factor 2. Supervisory Controls

- Supervisor defines overall objectives and priorities of the work and sets priorities and deadlines for some specific assignments. Incumbent plans and carries out the assignments in accordance with established policies and practices of the office. Priorities and deadlines for the day-to-day workflow of the office are set by the incumbent based on a knowledge of the overall functions and projects of the organization.

Factor 3. Guidelines

- Guides include dictionaries, style manuals, and agency instructions concerning such matters as correspondence, time and leave reporting, and handling of classified information.

-- Incumbent uses judgment to select the guidelines which are appropriate for the specific situation. When existing guidelines cannot be applied, the incumbent refers the problem to the supervisor or a qualified specialist.

Factor 4. Complexity

-- Performs a full range of clerical and administrative support functions for the office. Makes decisions based on a knowledge of the procedural requirements of the work coupled with an awareness of the specific functions and staff assignments of the office.

Factor 5. Scope and Effect

-- Incumbent ensures that the clerical and administrative work of the office conforms to the appropriate policies and procedures. The degree to which this is done well affects the reliability and acceptability of the work of subordinate units.

Factor 6. Personal Contacts

-- Contacts include technicians within the organization, representatives of various levels and organizations within the National Guard Bureau, state officials, and members of private enterprises who deal with the supervisor on a variety of matters.

Factor 7. Purpose of Contacts

-- Purpose of the work is to obtain, clarify and give information related to the work. Plans and coordinates the clerical and administrative work of the supervisor's office ensuring that reports and responses to correspondence are submitted on time and in proper format, making travel arrangements, etc.

Factor 8. Physical Demands

-- Work is sedentary. It requires some walking, standing, bending, and carrying light items such as books, papers, and files.

Factor 9. Work Environment

-- Work is performed in an office setting.

EVALUATION STATEMENT

A. Title, Series, and Grade: Secretary (OA), GS-318-05 B.

References:

1. USOPM PCS for Secretary Series, GS-318, Jan 79.
2. USOPM PCS for Office Automation Clerical and Assistance Series, GS-326, Nov 90.
3. USOPM Office Automation Grade Evaluation Guide, Nov 90.

C. Background: Office automation systems (word processing and other related components) have replaced the traditional manual and electric typewriters formerly utilized in the office setting. The new Office Automation Clerical and Assistance Series was developed specifically to recognize this change.

D. Series, Title and Grade Determination:

1. Series: The incumbent serves as the principal clerical or administrative support position in the office requiring knowledge of a variety of office skills and procedures. The required duties, responsibilities, and knowledge meet the definition for the GS-318 series.

2. Title: The title "Secretary" applies to all nonsupervisory positions in the GS-318 series. The word Office Automation is parenthetically added in its abbreviated form (OA) as the services of a qualified typist are required to accomplish typing work on word processing equipment. Such work is covered under the new GS-326 series rather than the GS-322 series; thus, the change from Typist to OA is required in the title.

3. Grade: See the attached FES Position Evaluation Statement.

E. Conclusion: Based on the above evaluation, this position is classified as Secretary (OA), GS-318-05.

Classifier: Roger M. Parrish Region: NGB-PR-WPC Date: 6 Oct 92

Factor Evaluation System
POSITION EVALUATION STATEMENT

Evaluation Factors		Points Assigned	Stds Used (FLD, BMK)	Comments
1. Knowledge Req by the Position		350	FLD 1-3	
2. Supervisory Controls		275	FLD 2-3	
3. Guidelines		125	FLD 3-2	
4. Complexity		75	FLD 4-2	
5. Scope and Effect		75	FLD 5-2	
6. Personal Contacts		25	FLD 6-2	
7. Purpose of Contacts		50	FLD 7-2	
8. Physical Demands		5	FLD 8-1	
9. Work Environment		5	FLD 9-1	
S U M M A R Y	Total Points	985	<i>Remarks: (As appropriate, desk audit findings or other considerations not previously documented which affect the final grade.)</i>	
	Grade Conversion	GS-05		

Title, Series, and Grade: Secretary (OA), GS-0318-05

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