

POSITION DESCRIPTION

1. Agency PDCN N0070

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (32 USC 709) <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 <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use NON-DUAL STATUS

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

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Administrative Assistant (OA)	GS	0303	06	dnc	15 DEC 00

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

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>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.</i> Typed Name and Title of Official Taking Action DENNIS N. CHARLTON CHIEF, CLASSIFICATION DIVISION Signature //signed// Date 15 DEC 00	22. Standards Used in Classifying/Grading Position USOPM PCS for Miscellaneous Clerk and Assistant Series, GS-303, Nov 90. <i>the agency or OPM. Information on classification/job grading appeals is available from the personnel office.</i>
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

24. Remarks:
 Released from NGB-HR-Classification Division, 15 December 00
 DS PD # 80160000

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

This position description is for a National Guard non-dual status (NDS) technician only. This position meets the criteria of the NDS Management Plan as follows: The position resides within the infrastructure and support functions of the state National Guard; the incumbent is not subject to mobilization nor is the work described part of the military mission, and the incumbent does not perform a key advisory or essential administrative role that is inherently military. In addition, the position must meet one of the following: It does not have a comparable military function; or the position is required in the full-time (civilian) role when the organization, or similar military position, is mobilized to perform continuing post-mobilization functions; or the position requires a skill or competency that necessitates technical expertise or professional qualification that cannot be readily found in the military structure of the state military force.

25.

a. **INTRODUCTION:**

This position is located within a National Guard unit. Its primary purpose is to provide administrative support and serve as the focal point for all administrative activities within the organization. Work requires a specialized knowledge of rules, regulations, and guidance relating to administrative assignments in various functional areas; and a knowledge of office automation software, practices and procedures.

b. **DUTIES AND RESPONSIBILITIES:**

(1) Conducts research on a wide variety of complex administrative problems involving various activities and functional areas. Provides technical and specialized data, background material, and references as required. Recommends solutions and courses of action to be followed that have a substantial impact on overall administrative functions. Develops policies and procedures for implementation which affect administrative management and program development.

(2) Plans, schedules, performs, and directs the work of the administrative function to include correspondence and messages, records documentation management, printing and duplication, publication and forms management, reference library, special orders and the receipt, storage and control of classified documents.

(3) Maintains personal contacts with functional managers to discuss administrative practices and services, provide technical advice and guidance, and recommend methods and procedures where necessary. Advises supervisors and subordinates of the latest directives regarding administrative procedures. Provides information, explains the application of regulations, and resolves problems with contacts as they relate to administrative functions.

(4) Conducts periodic inspections of administrative files, publications and procedures in other functional areas and acts as a quality control augmentee during the administrative portion of activity inspections.

(5) Maintains all correspondence and reports files for the respective divisions. Manages the preparation, publication, distribution and tracking of civilian and military travel orders, annual training, special training and other orders, to include special authorizations. Integrates and reconciles the orders process with the workday accounting program to ensure validation of orders requirements. Performs and directs the preparation, distribution and accounting of all schedules, directives, maintenance orders, procedures, passports and summaries. Establishes and monitors a correspondence and reports suspense system.

(6) Establishes and conducts the on-the-job training program and presents local level administrative classes for both technicians and unit military personnel of respective divisions.

(7) Manages the Personnel Concepts III (PC-III) program for respective divisions to include security clearances, personnel data control, force management, officer performance reports and training requirements.

(8) Utilizes word processing equipment to type from plain copy, rough draft, or by selecting information from a variety of source data or material; to produce military and nonmilitary correspondence, reports, summary sheets, staff studies, and/or statistical and tabular material.

(9) Maintains and schedules use of copiers, word processors, computers, printers and/or typewriters for efficient and maximum utilization.

(10) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

Works independently in completing assignments. Completed work is reviewed for conformance with policy and requirements. Incumbent is regarded as an expert in completing complex and complicated administrative assignments. Work is performed within a framework of numerous and established procedures and guidelines that are not always specific or within established procedures and guidelines. Guidelines do not often apply directly, requiring adaptation to cover new and unusual work situations .

EVALUATION STATEMENT

A. Title, Series, and Grade: Administrative Assistant (OA), GS-303-06.

B. References:

1. USOPM PCS for Miscellaneous Clerk and Assistant Series, GS-303, Jan 79.
2. USOPM Grade Level Guide for Clerical & Assistant Work, Jun 89.
3. USOPM Office Automation Grade Evaluation Guide, Nov 90.

C. Background: Air National Guard units have been reorganized to form an Aircraft Generation Division (AGD) as directed by the Air Force. This position is redescribed to reflect these changes.

D. Series, Title, and Grade Determination:

1. Series: Subject position involves specialized, one-grade interval work involving administrative support duties within a logistics function. Work requires a knowledge of the procedures and techniques involved in carrying out administrative support work for respective divisions. Such work is not classifiable to an established series therefore warranting classification and assignment to the GS-0303 series as cited in Reference B.1.

2. Title: No titles are specified for positions classified to the GS-303 series. Therefore, subject position is assigned the descriptive title of Administrative Assistant. The parenthetical specialization of "Office Automation" is added in its abbreviated form (OA) to reflect typing requirements for recruitment purposes. Therefore, the official title assigned is Administrative Assistant (OA).

3. Grade: As there is no grading criteria for the GS-303 series, References B.2. and B.3. are used to grade duties as follows:

a. Duties involve serving as an expert of administrative support issues within the organization. Work involves administrative support to organizational divisions and resolving complicated administrative problems and assignments. Work involves conducting research on a wide variety of complex administrative problems involving various activities and functional areas. Recommended solutions and courses of actions have a substantial impact on overall administrative functions. Purpose of contacts is to provide information, explain the application of regulations, and resolve problems as required. Incumbent works independently within a framework of numerous and established guidelines that are not always specific. Such work is descriptive of GS-06 level work as cited in Reference B.2.

b. Office automation duties do not equate higher than the GS-04 grade level as cited in Reference B.3.

E. Conclusion: As administrative support duties predominate, subject position equates to Administrative Assistant (OA), GS-303-06.

Classifier: Dennis N. Charlton NGB-HR, Classification Division Date: 15 Dec 00