

**POSITION DESCRIPTION**

1. Agency PDCN 70040000/80030000

2. Reason for Submission Redescription New	3. Service HQ Field X	4. Empl Office Location	5. Duty Station	6. OPM Cert #
Reestablishment Other Explanation (Show Positions Replaced)	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
13. Competitive Level				
14. Agency Use <b>ENL Dual Status</b>				

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	06	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	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)
Signature   Date	Signature   Date

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.	22. Standards Used in Classifying/Grading Position USOPM PCS for Secretary Series, GS-0318, Jan 79; USOPM PCS for
Typed Name and Title of Official Taking Action ROGER M. PARRISH	<b>Information For Employees.</b> 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.
Signature //signed//   Date 6 Oct 92	

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 intensively in the management of the office by applying a good working knowledge of the program under control of the supervisor(s) and relieves the supervisor(s) of clerical and administrative support work.

-- Receives visitors and telephone calls. 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. Personally takes care of many matters and gives out administrative and readily available substantive information to callers.

-- Keeps the supervisor's calendar. Schedules appointments, meetings and conferences without prior clearance based upon personal knowledge of supervisor's workload and current issues of importance. Reminds supervisor of appointments and furnishes information from files or schedules briefings by others in preparation for scheduled meetings. Reschedules appointments when it is apparent that supervisor can not meet previous schedules. During supervisor's absence, maintains a chronological record of events including official visitors, decisions to be made upon return, unfinished business requiring attention, and related matters. Keeps informed of supervisor's whereabouts.

-- Prepares responses to requests for general information concerning the organization's functions from source material. Anticipates need for information and prepares material so that it is immediately available for supervisor's needs. In the absence of the supervisor, assumes responsibility for ensuring that requests for action or information are made known to responsible officials who can satisfy the request. Follows up on required actions and informs supervisor of status.

-- Makes arrangements for conferences and meetings, including such matters as location, schedule, agenda and attendance list. Assembles background material. Attends meetings and performs associated duties. Reminds supervisor and staff members of commitments made and monitors progress until the work is completed.

-- Reads incoming correspondence, publications, regulations, and directives which may affect the supervisor. Determines those that can be acted upon personally and drafts replies to general inquiries not requiring a technical knowledge of the program. Obtains clarification of instructions from originating offices or other appropriate points. Determines which items are of importance or interest to the supervisor and refers them accordingly. Determines which subordinate echelons of

the organization are affected and ensures that chiefs of these organizations are informed. Assists in interpreting instructions and establishing required actions. Maintains suspense records on incoming correspondence and action documents and follows up on work in process to ensure timely reply or action.

-- Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Returns such communications to author for correction. Advises and instructs subordinate offices to obtain higher degree of compliance with general policies and correspondence procedures. Signs routine correspondence of a nontechnical nature.

-- Provides assistance in the procedural aspects of the office, including distributing work to clerical personnel; explaining report requirements and arranging for submission of data into general reports; and informing and instructing technical and clerical personnel in the preparation of correspondence.

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

-- Receives requests for information including specialized or classified material from military and civilian persons. Information is frequently provided from personal knowledge of organizational operations. When information is not readily available, advises when it may be expected.

-- Performs other duties as assigned.

#### Factor 1. Knowledge Required by the Position

##### Knowledge Type III

-- Knowledge of the duties, priorities, commitments, policies and program goals of the organization sufficient to perform comprehensive clerical and administrative support assignments as described above.

-- Knowledge and skill to coordinate the work of the office with other offices, including advising clerical personnel in subordinate offices

on new procedures or regulations, and on information for use in conferences or reports.

- Knowledge of grammar, spelling, punctuation and required formats.
- Knowledge of general office automation software, practices, and procedures. Competitive level proficiency in typing to accomplish word processing/office automation responsibilities is required.

#### 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 assignments. Incumbent plans and carries out the assignments in accordance with established office policies and practices. 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 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

**ADDENDUM TO PD# D0832000**  
**Secretary (OA), GS-0318-06**

**OTHER SIGNIFICANT FACTS:**

***Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.***

**EVALUATION STATEMENT**

A. Title, Series, and Grade: Secretary (OA), GS-318-06

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 enclosed FES Position Evaluation Statement.

E. Conclusion: Based on the above evaluation, this position is classified as Secretary (OA), GS-318-06.

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		550	FLD 1-4	
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	
SUMMARY	Total Points	1185	Remarks: (As appropriate, desk audit findings or other considerations not previously documented which affect the final grade.)	
	Grade Conversion	GS-06		

Title, Series, and Grade: Secretary (OA), GS-0318-06

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