

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location <b>Arlington, VA</b>	5. Duty Station	1. Agency Position No. <b>S9335</b>
Explanation (Show any positions replaced) <b>Standardizes school-level AD-0318, GS-05 equivalent Secretary (OA) PDs</b>		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		6. OPM Certification No.
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) 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 checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				13. Competitive Level Code <b>0002</b>	
				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	<b>Secretary (Office Automation)</b>	<b>AD</b>	<b>0318</b>			
c. Second Level Review						
d. First Level Review						
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 <b>Department of Defense Education Activity</b>	c. Third Subdivision <b>School</b>
a. First Subdivision <b>Domestic Dependent Elementary and Secondary Schools</b>	d. Fourth Subdivision
b. Second Subdivision <b>District</b>	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 \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
*Elaine G. Beraza*  
Signature **Elaine G. Beraza** Date \_\_\_\_\_  
**Director, DDESS and DoDDS Cuba**

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.

Typical Name and Title of Official Taking Action  
**Laura Perkins**  
Chief, Classification and Compensation  
Signature *Laura J Perkins* Date **1/31/06**

22. Position Classification Standards Used in Classifying/Grading Position  
**OPM PCS for Secretarial Work, GS-0318, Jan 1979.**  
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.

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

24. Remarks  
**This standardized position description for Secretary (OA), AD-0318, GS-05 equivalent, is appropriate for use in any DDESS school.**

FPL = GS-05 equivalent

## **INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries, seven states, Guam, and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the "stateside" component. DoDEA currently operates over 223 schools which employ approximately 14,500 professional educators and support staff serving over 101,500 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. DoDEA schools are fully accredited by U.S. regional accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other U.S. school systems.

This standardized position description for Secretary (Office Automation), GS-0318-05 is appropriate for use at any DoDEA school. The purpose of the position is to serve as the principal clerk of the school, providing administrative assistance to the principal, staff, and faculty.

## **MAJOR DUTIES**

Performs a full range of procedural work of the office including:

Receives visitors and telephone calls to the office, determines the nature of requests, and directs callers to appropriate staff, or personally provides the information desired when routine or procedural matters of the office are involved. Takes requests for appointments with the supervisor and staff. Checks on their availability and confirms appointment. Reschedules appointment upon request of the supervisor or staff member.

Responds to routine and non-technical requests for information such as status of reports, suspense dates for matters requiring compliance, and similar information readily available from files. This may involve determining whether or not to release the information based upon the nature or degree of sensitivity of the information and the requestor's authority to receive the information.

Receives incoming correspondence and screens material prior to distribution for suspense dates, establishes controls, and follows up for the supervisor. Reviews correspondence prepared for the supervisor's signature. Checks for spelling, typographical errors, conformance to formats, and procedural requirements.

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

Maintains subject matter files and records relating to the work of the school served. Sets up and maintains logs showing the status of actions and correspondence. Ensures files include all required documents and all documents are properly signed and finalized.

Requisitions office supplies, equipment, and publications, etc. Performs timekeeping functions for the school.

Performs a variety of administrative support duties such as making extensive travel arrangements; locating and assembling information for various reports, briefings, conferences, etc.; composing complex but non-technical correspondence, following up with various staff members to insure various suspense dates and commitments are met, designing and organizing filing systems, planning and arranging the maintenance and preparation of information needed for various reports, and organizing the flow of clerical processes in the office.

Uses a personal computer to prepare a variety of documents, correspondence, and reports using multiple functions of a variety of software types.

#### FACTOR EVALUATION STATEMENTS

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

FL 1-3, 350 points

##### Knowledge Type II

Knowledge of substantive programs of the school as they relate to administrative functions of the office sufficient to screen requests for information, personally provide authorized information from files and records, advise on established procedures, assemble information for use in reports, follow up on commitments made in meetings, and refer non-routine requests to the appropriate staff member.

Knowledge of work functions and coordination requirements to ensure proper format, mathematical correctness, and correct grammatical content of correspondence. Must be able to assure facts and information have been coordinated and completed and that correspondence has been prepared in accordance with established policy.

Knowledge of school functions and procedures to perform such duties as distribute and control mail, refer phone calls and visitors, and provide general non-technical information.

Knowledge of the duties, policies, commitments, and goals of the school principal to review mail and determine which items should be brought to the attention of the principal and which should be sent directly to other appropriate personnel for action.

Knowledge of the duties of the staff and the programs of the office to perform non-routine assignments such as locating and summarizing information from files and documents when this requires recognizing which information is or is not relevant to the problem at hand.

Knowledge of personal computers, office automation, and a variety of functions of several office automation software types to prepare and edit a full range of documents (i.e., letters, reports, graphics presentations, databases, etc.) A qualified typist is required.

### Work Situation B

Each DoDEA school's organizational structure is similar in its essential elements. Each school consists of the Administration Office (i.e., Principal, Assistant Principal, Education Program Manager, Counselors, and clerical support), a variety of departments (i.e., Physical Education, Special Education, Reading Specialties, Music and Art, etc.), and the various classroom levels. The secretary's role in supporting education program implementation involves coordinating program requirements and administrative details, providing staff support, and establishing and maintaining numerous contacts throughout the community, to coordinate the substantive program requirements within the educational environment, handle numerous administrative details, and ensure the effectiveness of administrative processes to support the educational mission.

#### Factor 2, Supervisory Controls

FL 2-2, 125 points

The Principal sets the overall objectives of the work, providing assignments and additional instructions for new, difficult, or unusual assignments. The employee performs duties independently, referring only the most complex problems to the supervisor. Many situations and conflicts arise which require the secretary to determine the approach to resolve them. The work is reviewed for accuracy and compliance with instructions and established procedures.

#### Factor 3, Guidelines

FL 3-2, 125 points

Guidelines include dictionaries, style manuals, DoDEA manuals concerning preparation of correspondence and handling of classified information, instructions governing time and attendance, operating procedures of the school and district, and operating policies of the Principal and the immediate work unit. The secretary applies and adapts the guides to specific problems for which the guides are not clearly applicable. Significant deviations are referred to the Principal.

#### Factor 4, Complexity

FL 4-3, 150 points

The work commonly involves different and unrelated processes and methods. Based upon personal knowledge of the duties, priorities, commitments, policies, and program goals of the Principal and school staff, the secretary regularly makes decisions regarding what needs to be done and how it can best be accomplished. This involves analysis of the subject, phase, or issues involved in each assignment, and selection of a course of action from among many alternatives.

**SECRETARY (OFFICE AUTOMATION), AD-0318, GS-05 Equivalent**

**S9335**

Factor 5, Scope and Effect

FL 5-2, 75 points

The purpose of the work is to perform clerical support work for the Principal and school staff. The work affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6, Personal Contacts

FL 6-2, 25 points

Contacts include the entire school staff and student body, the district office, parents of students, and members of the local community. Additional contacts are with a wide range of DoDEA employees outside the immediate school setting. Contacts outside the district and school are often not established on a routine bases, requiring the secretary to identify and locate the appropriate person to contact or to apply skill and knowledge in determining to whom a telephone call or visitor should be referred. The purpose and extent of each contact is different, and the role and authority of each party is developed during the course of the contact.

Factor 7, Purpose of Contacts

FL 7-2, 50 points

Contacts are made to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Factor 8, Physical Demands

FL 8-1, 5 points

The work is basically sedentary, but involves some lifting and carrying of documents and other light items.

Factor 9, Work Environment

FL 9-1, 5 points

The work is performed in an office setting with adequate heating, lighting, and ventilation. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks. Local travel may be required occasionally to attend meetings and training.

Total Points: 910

Grade Determination: 855-1,100 = GS-5