POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.: S9336

2. Reason for Submission: [X] Redescription [ ] Reestablishment [ ] New [ ] Other
Explanation (Show any positions replaced)
Standardizes school-level AD-0318, GS-06 equivalent Secretary (OA) PDs

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Arlington, VA

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [ ] Competitive [X] Excepted (Specify in Remarks) [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [X] 1-Non-Sensitive [ ] 3-Critical Sensitive [ ] 2-Noncritical Sensitive [ ] 4-Special Sensitive

13. Competitive Level Code: 0002

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	Secretary (Office Automation)	AD	0318			
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: Department of Defense Education Activity
a. First Subdivision: Domestic Dependent Elementary and Secondary Schools
b. Second Subdivision: District
c. Third Subdivision: School
d. Fourth Subdivision:
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 Berg
Signature Date
Elaine G. Beraza
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.*
Typed 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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This standardized position description for Secretary (OA), AD-0318, GS-06 equivalent, is appropriate for use in any DDESS school.

FPL = GS-06 equivalent

25. Description of Major Duties and Responsibilities (See Attached)

SECRETARY (OFFICE AUTOMATION) AD-0318, GS-06 Equivalent

S9336

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-0318-06, is appropriate for use in any DoDEA school. The purpose of this position is to serve as secretary and principal clerk of the office for a principal, assistant principal, or both, of a DoDEA school.

MAJOR DUTIES

Receives calls, greets visitors, and directs inquiries to the appropriate member of the school staff. Exercises discretion and a knowledge of school policies and regulations to determine the purpose of calls and visits, respond to callers and visitors, and either respond to issues or refer the caller or visitor to the appropriate staff member(s).

Reviews incoming correspondence and ensures distribution and/or appropriate posting of information of interest or concern to school personnel. Independently responds to letters or inquiries whenever possible, and prepares correspondence of a non-technical or routine nature. Routes to the principal or assistant principal any correspondence requiring their attention. Reviews outgoing correspondence for format, grammar, accuracy, conformance to office policy, completeness and coherence, and consistency. Makes minor changes or corrections as necessary. Maintains suspense files and follows up to ensure deadlines are met. Orders and maintains supplies and materials.

Compiles information for a variety of one-time and recurring administrative and/or technical reports. Based on general instructions as to type of information required and its purpose, obtains information and technical data from such sources as records and reports in the school files or computer databases. Compiled reports may include, but are not limited to, Personnel Listings, Substitute Teacher Report, Telephone Logs, Extra Duty Report, and Substitute Usage Report.

Establishes priorities for the school office. Provides technical direction and oversight to the school's clerical staff and office volunteers. Schedules, assigns, and reviews work, and arranges training. Serves as liaison between the principal and/or assistant principal, the school staff, and

students or families in the community by providing accurate, timely information and guidance on school procedures, reports, and requirements, as well as school programs, policies, procedures, and activities.

Maintains and controls the principal's and assistant principal's calendars and schedules appointments without prior approval based on personal knowledge of their workload, priorities, and commitments. Reminds office staff in advance of commitments; reschedules or shifts appointments as necessary for such activities as conferences, meetings, school assemblies and special events, and regional engagements. Attends meetings and notes pertinent information for prospective use and distribution, suspense, or action.

Makes travel arrangements for school principal and school staff. Arranges and schedules visits, makes reservations, notifies organizations and officials to be visits, and upon completion of travel prepares and submits travel vouchers and other documents as appropriate.

Establishes and manages all records and files related to school correspondence, mail distribution, word processing material, office equipment, and Freedom of Information and Privacy Act data.

Using a personal computer and a variety of software types, prepares letters, messages, memoranda, reports, charts, school bulletins, and other documents. Identifies tasks which can be accomplished more quickly and efficiently through the use of automation and develops or proposes the development of applications. A qualified typist is required.

Serves as backup to the Student Information Assistant and assists by entering and retrieving student and school data.

Performs a variety of administrative and clerical duties unique to the school environment including, but not limited to, one or more of the following:

Computer Terminal Area Security. Enforces policies and procedures for the use of personal computers and other office automation equipment. Monitors office compliance with system security procedures and ensures computers are secured at the end of the day. Monitors access to computers, compute usage, and type of output being displayed. Controls passwords, keys, privacy data, etc. Reports deficiencies, suspected violations, and other concerns to the principal.

Key Control. Maintains the Key Control Register and controls the issuance of office and/or school keys. Conducts semi-annual inventories of keys. Prepares all requests for keys and locks. Reports loss or theft of keys to the principal.

Substitute Teacher Coordination. Arranges for substitute teachers from current listings, calling eligible candidates to verify availability for duty. Determines appropriate placement and assigns substitute for daily teaching schedule.

Personnel and Payroll Coordination. Maintains time and attendance and leave records. Processes timecards and personnel/position actions for all assigned staff. Serves as the point of

contact for pay inquiries. Completes requests for identification cards. Checks personnel roster to ensure eligibility for and issues ration cards. Maintains records for the extra-duty assignment program.

Performs other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position — FL 1-4, 550 points

Knowledge Type: III

Knowledge of the duties, priorities, commitments, policies, and objectives of the principal, teachers, and other staff members to perform non-routine assignments such as locating and summarizing information from files and documents within the school, and coordinating actions and activities outside the school. Knowledge of the various school programs to advise personnel throughout the community regarding available services and requirements for participation.

Skill in operating a personal computer. Knowledge of data processing procedures and function keys required to execute several office automation functions, such as storing and retrieving electronic documents, records, or files; using a printer; inserting/deleting text; producing letters, memoranda, bulletins, graphs, reports; transmitting/receiving electronic mail, etc. General knowledge of the data entry and retrieval elements of WinSchool. A qualified typist is required.

Knowledge of appropriate formats, reporting and correspondence procedures, and proper usage of grammar, spelling, punctuation, capitalization, and style.

Knowledge of pertinent filing systems to independently establish and maintain appropriate filing and documentation maintenance systems within the school.

Ability to communicate clearly and concisely, both orally and in writing, to effectively provide assistance to school staff, students, and members of the serviced population and community.

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 assisting in 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 2-3, 275 points

The principal or assistant principal provide the incumbent with general assignments including deadlines, quantities, priorities, etc. and are available to assist in unusual situations where it may be necessary to deviate from established school policies or procedures. Otherwise, the secretary independently performs daily tasks, handling problems and deviations in the work assignments in accordance with accepted school practices. Because the supervisor may not be readily available for advice and guidance, the secretary must exercise sound judgment in resolving problems of an immediate nature. The supervisor assures that finished work is accurate and in compliance with instructions and established procedures. Methods used are not generally reviewed in detail.

Factor 3, Guidelines — FL 3-2, 125 points

General procedures for work performance have been established and specific guidelines are available, including dictionaries, directives pertaining to administrative practices and clerical procedures, correspondence manuals, style guides, and various DoDEA regulations. The secretary selects the appropriate guide for application to specific cases and refers situations to which the guidelines cannot be applied or proposed deviations to the supervisor.

Factor 4, Complexity — FL 4-2, 75 points

The employee performs a full range of clerical and administrative support functions for the office, including arranging for travel and meetings and assembling reports. Decisions on what must be done require the employee to recognize differences among clearly recognizable situations. Actions to be taken or responses to be made differ in such things as the sources of information or the kinds of transactions or entries. Decisions are 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 — FL 5-2, 75 points

The purpose of the position is to relieve the principal, assistant principal, and other administrators of routine administrative and miscellaneous clerical work. The work affects the effectiveness, accuracy, and reliability of school administrative and clerical processes, and consequently the ability of the administrators to devote sufficient attention to the professional and managerial responsibility of school administration.

Factor 6, Personal Contacts — FL 6-2, 25 points

Contacts are primarily with employees within the assigned school, and with other DoDEA employees throughout the region who are engaged in different kinds of work. Contacts are also maintained with parents and students, military personnel, and other officials and members of the military community.

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 employee works in an adequately lighted and ventilated office environment, observing normal safety precautions for an office environment. 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.

Total Points: 1,185
Grade Conversion: 1,105 – 1,350 = GS-6