

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

1. Agency Position No.  
9242

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Arlington, VA	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <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 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>	
				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				13. Competitive Level Code 0028	
				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	Tech (Special Education) Office Automation Assistant	YB <del>GS</del>	0326	01 <del>05</del>	eja	06-17-03
c. Second Level Review						
d. First Level Review						

e. Recommended by Supervisor or Initiating Office: Office Automation Assistant (Special Education)

16. Organizational Title of Position (if different from official title): Office Automation Assistant (Special Education)  
17. Name of Employee (if vacant, specify): VACANT

18. Department, Agency, or Establishment Department of Defense Education Activity	c. Third Subdivision District
a. First Subdivision Department of Defense Dependents Schools	d. Fourth Subdivision School
b. Second Subdivision Area	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 Elizabeth Middlemiss Associate Director for Education	b. Typed Name and Title of Higher Level Supervisor (optional)
Signature: _____ Date: _____	Signature: _____ Date: 6/18/03

21. Classified/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.

22. Position Classification Standards Used in Classifying/Grading Position  
US OPM PCF for OA Clerical & Asst Series, GS-0326, TS-100, dtd 11/90; GS PCS for OAGEG, TS-100, dtd 11/90. DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920.

21. Typed Name and Title of Official Taking Action  
Laura Perkins  
Chief, Classification & Compensation

Signature: Laura Perkins Date: 6/18/03

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

**Office Automation Tech (Special Education)**  
**YB-0326-01**

I. INTRODUCTION

The purpose of this position is to perform office automation work, including word processing, and a variety of clerical functions in support of a special education assessor office within the Department of Defense Education Activity (DoDEA) at a school or school complex level. The incumbent will use the DoDEA special education data management program in support of special education procedures related to the assessors' work in assessment and eligibility.

DoDEA is a major Department of Defense 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 14 foreign countries overseas, certain areas of the United States, and select U.S. territories and possessions outside the 48 contiguous states. 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 224 schools, which employ approximately 17,000 professional educators and support staff serving over 106,000 students. DoDEA is one of the largest, most diverse, and geographically dispersed school jurisdictions, and its educational program consistently rate at or near the top in comparison with other schools systems.

II. MAJOR DUTIES

A. Duty:

The employee uses the full range of functions, including advanced processes, of one or more word processing software and/or desktop publishing applications to produce a variety of documents. May also use various functions of other software types such as calendars, electronic mail, spreadsheets, or graphics. The employee plans and carries out assignments with considerable independence.

Tasks:

1. Types, edits, formats and prints a wide variety of documents for the assessor office staff, including correspondence, reports, technical notes, presentation and briefing material in accordance with established guidelines and procedures. Source materials are either written drafts or voice recordings. Some complex formats require the integration of materials from one type of software application (i.e., database, graphics, and spreadsheet) into the word processing document.

2. Determines the appropriate form, arrangement and spacing for the document, based on the nature of the subject matter being typed and its intended use.
3. Resolves problems involving the interpretation of drafts by contacting the originator or by relying on previous experience.
4. Edits materials and makes necessary corrections in grammar, punctuation, spelling, and format.
5. Consolidates information for various reports in accordance with established special education procedures and deadlines.
6. Maintains documents in electronic files for easy retrieval. Makes backup copies of stored data as appropriate.
7. Operates a computer, peripheral equipment and appropriate software to perform various computer operations in support of the assessor office operations, such as producing reports, maintaining databases, and inputting travel order information.
8. Maintains and updates computer user manuals, user manual for special education software, special education procedural guide, reference books and operating handbooks.

B. Duty:

The employee performs systems maintenance functions for electronic mail systems, following established procedures.

Tasks:

1. Transmits, receives, and acknowledges electronic mail and messages.
2. Checks transmittals for proper clearances, ensures requirements of Privacy Act are maintained.
3. Prints and routes hard copies of incoming mail or routes electronically to other terminals or work stations as designated.
4. Maintains electronic files of information for later retrieval as appropriate. Prepares backup files.
5. Eliminates outdated files.
6. May manage an electronic bulletin board.

### C. Duty:

The employee provides clerical support to ensure efficient assessor office operations. Performs a variety of receptionist and other clerical and administrative functions, using judgment to answer recurring questions, resolve problems, and control and restrict personal information to those who “need to know”.

#### Tasks:

1. Receives phone calls and visitors. Answers routine inquiries or refers to staff members.
2. Establishes and maintains a variety of files for easy retrieval. Maintains student confidential records in compliance with DoDEA file maintenance regulation and FERPA. Files include those involving numerous subject headings and subheadings. Cross-references files containing correspondence, reports, reference materials, and other office records.
3. Reviews incoming correspondence and determines the action required and its priority. Routes and distributes mail to appropriate individuals. Establishes and maintains suspense files to ensure timeliness of actions. Timelines meet the compliance requirements for special education procedures. Follows up on suspense dates to ensure that required actions and responses are made within the deadlines required by special education procedures and regulation.
4. Maintains and orders office supplies, as requested by other staff members. Tracks requisitions to ensure timely completion.
5. Prepares time and attendance data for appropriate supervisory endorsement. Submits data in a timely manner, in accordance with office procedures.

### D. Duty:

The employee performs a broad range of duties using one or more database software programs to include the special education software programs. Plans and carries out assignments with considerable independence.

#### Tasks:

1. Uses basic and advanced program functions to perform such operations as updating and revising databases, and searching for and retrieving data for reports.
2. Prepares reports presenting data to meet reporting requirements.

## E. Duty:

The employee performs a broad range of duties using one or more spreadsheet software programs. Plans and carries out assignments with considerable independence.

## Tasks:

1. Uses basic and advanced program functions to perform such operations as updating, revising, sorting, calculating and manipulating data in spreadsheets to meet multiple report formats.
2. Converts spreadsheet data into graphs, charts, etc. for standard report formats.

III. OTHER SIGNIFICANT FACTS

Position is itinerant and may be required to travel within a school complex.

IV. CLASSIFICATION FACTORS**Factor 1. Knowledge Required by the Position****FL 1-3, 350 pts**

Knowledge of processing procedures for performing a substantial range of functions of several software types for various office needs. Skill sufficient to perform such tasks as producing a wide range of documents incorporating data from different software applications, or updating databases or spreadsheets.

Knowledge of the advanced functions of one or more word processing/desktop publishing software packages to be able to perform a substantial range of operations and produce complex formats. Examples of advanced functions include: generating table of contents, importing graphics, or establishing the precise alignment of multiple columns.

Knowledge of an electronic mail system to transmit, receive and acknowledge messages. Ability to perform maintenance functions and manage a bulletin board.

Knowledge of the organization's functions, programs, structure, routines and procedures to receive phone calls and visitors, personally provide information on routine or procedural matters, or refer the question to the appropriate staff members.

Knowledge of the subject area for which the organization is responsible sufficient to perform such tasks as locating and summarizing material, filing material that may be difficult to categorize, as well as the more routine filing and mail duties.

Knowledge of the requirements and procedures pertaining to file and record systems and their maintenance.

Knowledge of administrative and clerical rules, practices and procedures applicable to the processing of forms and requests used in various office support tasks, such as time and attendance, travel and office supply requisitioning.

**Factor 2. Supervisory Controls**

**FL 2-3, 275 pts**

The employee receives assignments with established objectives, priorities and deadlines. Plans and completes work in accordance with established assessor office procedures and office automation practices. Uses initiative to resolve problems encountered. Coordinates efforts with other employees involved in or affected by new or revised procedures. Completed work is reviewed for technical soundness, usefulness and conformance with office operating requirements.

**Factor 3. Guidelines**

**FL 3-2, 125 pts**

The employee selects the most appropriate guidance from established procedures. Judgment is required either because the guides are numerous and similar, or because there are alternative procedures for accomplishing a function. Guidelines typically include software user manuals and tutorials, correspondence procedures, time and leave instructions and sample work products. The supervisor is consulted if the existing guidelines cannot be applied or significant deviations are proposed.

**Factor 4. Complexity**

**FL 4-2, 75 pts**

The employee performs duties that involve related steps, processes or methods that are often numerous and varied. Determines what needs to be done based on choices between alternatives with easily recognizable differences. Selects the appropriate procedures and/or action, choosing from options that differ in such things as the type of software used, type of document or report to be produced or edited, or existing prerecorded formats.

**Factor 5. Scope and Effect**

**FL 5-2, 75 pts**

The employee follows established rules and procedures in collecting, organizing, and providing information. The employee's work affects the adequacy or acceptability of related processes or services, such as the way other employees document, receive or transmit information, and increases the usefulness of the information involved.

**Factor 6. Personal Contacts and**

**Factor 7. Purpose of Contacts**

**FL 6 & 7, 2A, 45 pts**

The employee regularly meets with agency employees within the work unit or related support units.

The employee contacts others to exchange information necessary to accomplish assignments.

**Factor 8. Physical Demands**

**FL 8-1, 5 pts**

The employee does sedentary work, such as sitting comfortably. There may be some walking, standing, bending or carrying of light items.

**Factor 9. Work Environment**

**FL 9-1, 5 pts**

The employee works in an adequately lighted and ventilated office environment. Observes normal safety precautions.