

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

1. Agency Position No.  
**S9283**

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"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Arlington, VA</b>		5. Duty Station <b>Various</b>		6. OPM Certification No.	
Explanation (Show any positions replaced) <b>Replaces PD S9098, GS-0303-04 School Clerk (Office Automation)</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		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 (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 <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		13. Competitive Level Code <b>0015</b>	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	

a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment	<b>Tech</b>	<b>YB</b>	<b>0303</b>	<b>01</b>	<b>sj</b>	<b>12/7/04</b>			
c. Second Level Review									
d. First Level Review									

c. 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  
**Area**

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

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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.

22. Position Classification Standards Used in Classifying/Grading Position  
**DoD Civilian Personnel Manual 1400.25-M,  
Subchapter 1920  
GS-0303 Flysheet  
GLG for Clerical and Assistant Work**

Typing Name and Title of Official Taking Action  
**LAURA J. PERKINS  
Chief, Classification and Compensation**

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.

Signature *Laura J Perkins* Date **12/9/04**

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

24. Remarks  
**Tech**  
This standardized position description for School ~~Clerk, GS-0303-04~~ is appropriate for use in any DoDEA school.  
**YB 01**

## **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 overseas, seven states, Guam and Puerto Rico. DoDEA is comprised of the Department of Defense Dependent's Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the "stateside" component. DoDEA currently operates over 221 schools which employ approximately 14,500 professional educators and support staff serving over 100,000 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited by U.S. accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for School Clerk (Office Automation), YB-0303-01, is appropriate for use in any of the worldwide DoDEA schools. The purpose of the position is to perform clerical and administrative duties in support of school operations.

## **MAJOR DUTIES**

Interacts with the student/parent population to provide information and assistance. Gathers and consolidates data which reflects information regarding the demographics of the school. Specific duties include, but are not limited to, the following:

Maintains visitor log and monitors student clearance for student visitors. Issues student and visitor passes. Receives students reporting to the office, identifies the concern and resolves or refers it to the appropriate staff member.

Maintains the late arrival log, collects, reviews, and compiles absentee records and contacts parents as required. Issues admit slips after absence or tardiness in accordance with school policy.

Maintains and purges student files and assists staff in the use of files and demographic data to ensure accountability and confidentiality.

Requests records from former school(s). Processes school withdrawal actions and mails records or signs records out for hand-carrying to new schools.

Assigns school lockers, coordinates locker/homeroom designations, and approves changes.

Works with parents to locate lost books. Secures payment for books which cannot be located and forwards payment to the finance office.

Receives school visitors, determines the nature of their business, and provides advice or refers them to an appropriate staff member.

Answers telephones and provides information, forwards the call, or takes and relays messages to staff and students.

Performs clerical duties primarily for teachers by processing various types of documents, recordkeeping, and assisting with scheduling parent/teacher meetings. Specific duties include:

Sorts and distributes incoming mail messages and memoranda.

Assists and provides back-up services to the school registrar in yearly registration, processing new students, and student withdrawals.

Using office automation equipment and programs, types a wide variety of correspondence, reports, and documents ensuring correct format, grammar, and accuracy of information. Prepares and types parent and teacher bulletins, monthly newsletters, and other announcements and documents.

Issues bills to and collects money from tuition-paying students, processes payments into accounts, and maintains files.

Coordinates and schedules the use of school facilities by staff and outside activities.

Prepares and issues ration cards and assists teachers with completing forms for Living Quarters Allowance, Temporary Quarters Subsistence Allowance, and other benefits and entitlements.

Monitors, documents, and submits extra duty compensation paperwork and claims for approval by the principal and payment by the finance office. Maintains files of applications, memoranda of understanding, and time claimed for each participant.

Coordinates for a substitute teacher to replace a teacher who calls in absent, and maintains a teacher leave log and substitute usage log book.

Arranges for parent-initiated teacher/parent conferences. Compiles any records and information requested by the staff.

Processes teachers' requests for field trips, coordinates student transportation, and verifies parental consent.

Performs other duties as assigned.

**FACTOR EVALUATION STATEMENTS**

Factor 1, Knowledge Required by the Position

FL 1-3, 350 points

Knowledge of the clerical and administrative requirements involved in maintaining the work flow of the school office such as: student enrollment and tuition, time and attendance of personnel, and preparation and maintenance of confidential documents. Ability to collect, compile, edit, and process data.

Knowledge of the principles of punctuation, grammar, spelling, capitalization, and format of correspondence and other documents to edit for accuracy and corrections.

Ability to operate a personal computer and other equipment used in office settings (i.e., fax machines, reproduction equipment). A qualified typist is required.

Ability to meet and effectively communicate to meet and interact with the teachers, various staff members, students, and parents.

Factor 2, Supervisory Controls

FL 2-2, 125 points

The incumbent works under the general supervision of the school principal or assistant principal, who provides minimal instruction with recurring assignments. The employee uses initiative in performing recurring assignments independently. The school secretary provides guidance on newly established procedures. The principal assists with decision-making on unfamiliar situations and provides closer supervision of completed work when assignments involve new or unusual matters. Completed work is reviewed for accuracy and compliance with oral and written instructions.

Factor 3, Guidelines

FL 3-2, 125 points

Guidelines for performing the work include standard operating procedures, local policies and procedures, user's manuals for automation equipment, and dictionaries and style books pertaining to correct usage of punctuation, grammar, spelling, capitalization, and format.

Factor 4, Complexity

FL 4-2, 75 points

Prepares a variety of documents for reports and correspondence, compiles data in preparation for reports, enrolls students, verifies time and attendance of personnel, and maintains data in accordance with established policies and procedures.

Similar assignments consist of related steps, processes, or methods. Work consists of recurring assignments which require little judgment in processing or following established procedures. Determinations regarding the work generally involve choosing among established alternatives, but sometimes involve unfamiliar or difficult situations requiring supervisory assistance.

## SCHOOL CLERK (OA), YB-0303-01

S9283

### Factor 5, Scope and Effect

FL 5-2, 75 points

The purpose of the work is to perform specific, repetitive tasks for the school functions. The services assure the continuity of administrative workflow within the school and enable higher level personnel to operate more efficiently.

### Factor 6, Personal Contacts, and Factor 7, Purpose of Contacts

FL 6-2/7-1, 20 points

Contacts are with administrators, teachers, parents, and students within the school community, and with other personnel within the DoDEA organizational structure.

Contacts are made to receive and exchange information about the assignment or procedures to be implemented to complete the assignment.

### 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.