

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S9288

2. Reason for Submission

Redescription
 Reestablishment

3. Service

New
 Other

Hdqtrs. Field

4. Employing Office Location

Arlington, VA

5. Duty Station

Various

6. OPM Certification No.

Explanation (Show any positions replaced)

Replaces PD S9236, GS-0326-02
 Office Automation Clerk

7. Fair Labor Standards Act

Exempt Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure Employment and Financial Interests

9. Subject to IA Action

Yes No

10. Position Status

Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:

Supervisory
 Managerial
 Neither

12. Sensitivity

1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

0001

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 Office Automation Clerk	YB GS	0326	01 02	sj	12/2/04
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

Area

b. Second Subdivision

District

c. Third Subdivision

School

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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

Typed Name and Title of Official Taking Action

LAURA J. PERKINS
 Chief, Classification and Compensation

Signature

Date

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 Office Automation ^{Tech YB 01} Clerk, ~~GS-0326-02~~, is appropriate for use in any DoDEA school.

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

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 is a standardized position description for Office Automation Tech, YB-0326-01 for use throughout DoDEA. The incumbent performs a variety of office automation and general clerical duties in support of the organization to which assigned.

MAJOR DUTIES

Uses a personal computer (PC), software, and peripheral equipment to produce work accurately and efficiently:

Prepares a variety of standardized narrative or tabular material (e.g., correspondence, reports) in draft or final form from clean copy or rough drafts on which revisions and headings have been clearly indicated. Corrects spelling, grammar, capitalization, punctuation, and in some instances, arrangement of tabulated data. Edits documents to incorporate substantive changes made by originator. Checks or verifies data by direct comparison with original source material and makes corrections. Uses PC and software to create, copy, edit (make insertions or deletions or move material from one place to another), store, retrieve, merge, and print documents, from template documents, mailing lists, etc. Also as applicable and/or directed, transmits, receives, and acknowledges electronic mail and messages, prints hard copies of incoming mail or messages, and routes to other terminals as designated. May use standard electric typewriter for short amounts of time. (75%)

Files documents in subject and/or chronological order where classification is readily identifiable. Answers telephone and takes messages or refers calls to others. Tabulates or posts data from source documents to work sheets or other records; computes totals, balances, and percentages or performs other simple arithmetical procedures. Obtains office supplies for the immediate work area. Makes copies and distributes or files copies as directed. (25%)

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position

FL 1-2, 200 Points

Skill in operating a PC with standard keyboard with additional function keys to produce office automation work accurately and efficiently. Ability to operate related equipment, such as printers and modems is also required.

Knowledge of processing procedures and function keys required to execute basic office automation functions such as storing and retrieving electronic documents to files, activating a printer, inserting and deleting text, printing standardized paragraphs or documents from a glossary, and producing documents such as correspondence and reports.

Knowledge of functions and procedures of the office to facilitate general office clerical support work in addition to that pertinent to office automation/typing.

Knowledge of document filing systems to properly maintain the system previously set in use within the office.

A qualified typist is required.

Factor 2, Supervisory Controls

FL 2-1, 25 Points

The supervisor or designated employee indicates clearly the work to be done in accordance with detailed procedural instructions on matters such as hardware/software selection; use of established databases and spreadsheets; and format, spacing, and arrangement of information. Employee works as instructed and seeks advice on matters not specifically covered by work assignment, or not clearly defined by previously completed projects of the same nature, or easily located in the instructions or guidelines. Work is reviewed in draft and/or final form by one or more persons for accuracy, completeness, and conformance to instructions. Final work is checked for proper clearances, number and distribution of copies, signatures, etc.

Factor 3, Guidelines

FL 3-1, 25 Points

Detailed procedural guidelines covering all aspects of the work are available. Typically these guidelines include locally developed equipment operating and document processing instructions, which are directly applicable to the work performed, or repetitively used portions of more general operating instructions and correspondence procedures. Any problems encountered in selecting or applying guidelines are referred to the supervisor or an experienced worker. The employee adheres to guidelines without deviation.

Factor 4, Complexity

FL 4-1, 25 Points

Work consists of clear-cut, repetitive tasks such as entering a few items of information to produce standard documents, retrieving specified items of information from an existing data management system, acknowledging receipt of printing electronic mail, or producing draft or final form narrative documents through utilization of information technology guides and equipment. Employee follows a specific sequence of steps and function key usage to activate equipment and to perform processing functions as prescribed in detailed instructions. Tasks assigned are performed repetitively and are easily mastered. Any problem which is not resolved by applying the prescribed steps is referred to the supervisor or a higher graded employee for resolution.

Factor 5, Scope and Effect

FL 5-1, 25 Points

The purpose of the work is to perform specified, recurring, or similar tasks involving maintenance of electronic records (e.g., spreadsheets, databases, etc.) and/or production of various items (e.g., correspondence, memos, reports, or forms) in draft or final form according to most recent data, drafts, or other specifically identified sources. Production usually includes steps such as selecting and adhering to the proper format; determining spacing requirements and arrangement of material; making entries to and retrieving data from electronic records; checking references, distribution requirements, grammar, punctuation, and spelling. These services facilitate the work of the originators of the documents, the users of the data maintained, and other support office functions.

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

FL 6-1/7-A, 30 Points

Contacts are with employees in the immediate work unit and in related units. The purpose of the contacts is usually to exchange information about work assignments or methods to be used in completing the assignment, such as to clarify terminology, determine priorities, discuss additions or revisions, or discuss equipment capabilities.

Factor 8, Physical Demands

FL 8-1, 5 Points

Work is sedentary. However, there may be some walking, standing, bending and carrying of light items such as papers and books.

Factor 9 - Work Environment

FL 9-1, 5 Points

The work is performed in an office setting. The work area is typically well lighted, heated and ventilated. 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.