

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **S9353**

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: **Arlington, VA**

5. Duty Station: **Various**

6. OPM Certification No.

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, 2-Noncritical Sensitive, 3-Critical Sensitive, 4-Special Sensitive

13. Competitive Level Code: **0002**

14. Agency Use

Explanation (Show any positions replaced): **Replaces S9146**

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)	YB GS	0318	02 07		
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

d. Fourth Subdivision

e. Fifth Subdivision

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: **OPM Position Classification Standard for Secretarial Work, GS-0318, Jan '79**
Office Automation Grade Evaluation Guide, TS-100, Nov '90

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.

Typed Name and Title of Official Taking Action: **Laura J. Perkins**
Chief, Classification and Compensation Section

Signature: *Laura J. Perkins* Date: **8/8/06**

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

24. Remarks: **This standardized position description for Secretary (OA), YB-0318-02 is appropriate for use in any District Superintendents Office.**

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 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 219 schools which employ approximately 14,500 professional educators and support staff serving over 95,000 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 Secretary (OA), YB-0318-02 is appropriate for use in any DoDEA District Superintendent’s Office (DSO). The purpose of the position is to serve as the principal clerk to the District Superintendent, providing administrative support to the District Superintendent and the District staff.

MAJOR DUTIES

Performs or coordinates the performance of administrative and clerical duties in support of DSO, a moderately complex organization having a system of formal internal procedures and administrative controls requiring continuous attention to the coordination among internal or external work units. Coordinates the work of the office with that of other offices. Expedites work by assisting in collection and assembly of data and submission of reports.

Keeps Superintendent’s calendar and schedules appointments without prior approval, based upon personal knowledge of the Superintendent’s workload, interests and commitments, and current important issues. Reminds the Superintendent of appointments and assures he/she is fully briefed on matters to be considered prior to scheduled meetings. On own initiative, reschedules appointments when conflicts become apparent. Also schedules appointments for District staff as required. Makes travel arrangements and reservations for the Superintendent and notifies officials to be visited. Makes arrangements for meetings and conferences as directed by the Superintendent, selecting mutually satisfactory time, reserving meeting rooms, notifying participants, etc. Assembles background material for the Superintendent. Attends meetings and prepares minutes. Independently notes and follows up on commitments made by staff members.

Receives telephone calls and visitors, screening those which can be handled independently without the Superintendent’s attention. Personally handles routine matters and refers other inquiries to appropriate personnel based upon knowledge of District programs and operations. Personally responds to routine and non-routine requests for information such as status reports, duty status of staff members, suspense dates for matters requiring compliance, and similar matters readily available from files or based upon knowledge of the organization.

Reviews incoming correspondence and reports, screening those that can be handled personally and forwarding the remainder to the Superintendent or appropriate staff. Actions taken personally include composing replies to general inquiries not requiring technical program knowledge, relaying instructions to subordinate offices, collecting data, preparing reports for higher echelons, or otherwise acting on requests received concerning procedural or administrative requirements.

Maintains suspense records on all correspondence and action documents, following up to ensure timely response or action. Reviews outgoing correspondence for procedural and grammatical accuracy, conformance with general policy, factual correctness, and adequacy of treatment. Advises writer of any deviations or inadequacies. Signs routine correspondence of a non-technical nature in own name as secretary to the Superintendent.

From written material, voice recordings, or verbal instruction, prepares a variety of documents (i.e, letters, reports, presentations, tabulated data, memoranda) in final form using office automation equipment and advanced functions of a variety of software types. Uses files and other references to correct grammar, improve clarity, and eliminate colloquial or idiomatic expressions.

Organizes and monitors files, records, manuals and logs, updating as changes are received. Searches for, assembles and summarizes information from files.

Assembles and submits reports of staff-time charges in a timely manner and maintains personnel timecards. Prepares Requests for Personnel Action (RPA) and submits to the Human Resources Office. Maintains personnel action log and keeps supervisor informed of status of actions.

Distributes training information to DSO staff and local school personnel, coordinates training with the Area Office, and tracks all training attended.

Collects and maintains reports on school personnel and school enrollments for each school in the district. Maintains listings of teacher certification/recertification files and updates course work as it is submitted by teachers.

Receives travel orders for TDY and local travel for DSO staff. Receives and reviews travel vouchers for proper computation of miles driven, dollar amounts, required signatures and propriety of travel, and updates database accordingly. Prepares regular reports on expenditures.

Keeps abreast of changes to clerical and administrative guides and procedures for a variety of administrative subjects, such as preparing and processing correspondence, reports, forms, filing, mail procedures, preparation of travel vouchers and compliance with security procedures. Informs District staff and schools of changes and provides guidance and assistance as needed.

Obtains and/or monitors office support services. Requisitions office supplies, equipment, publications, maintenance, printing and similar services.

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 program goals of the Superintendent and district staff sufficient to perform non-routine assignments such as independently noting and following up on commitments made at meetings and conferences by staff members or locating and summarizing information from files and documents, determining which information is relevant or irrelevant.

Knowledge of the organization and functions of the District Superintendent's Office to perform all of the procedural work of the office. Knowledge of an extensive body of rules, procedures, and operations applied to clerical and administrative assignments.

Knowledge and ability to carry out or coordinate many different procedures, each of which might involve numerous steps, such as those applicable to control, authorization, security and justification of a full range of services, requesting supplies, or preparing a wide variety of internal reports and documents from information obtained from the staff, files, and other sources.

Knowledge of a range of common administrative procedures sufficient to perform tasks such as timekeeping, correspondence control, filing material and obtaining requested data from files,.

Knowledge of grammar, spelling, punctuation and required formats sufficient to recognize and correct errors in correspondence and reports.

Significant knowledge of office automation systems and advanced functions of a variety of software types to prepare correspondence, reports, memoranda and presentations, and to prepare and maintain a variety of logs and databases. A qualified typist is required.

Work Situation B

The staff of the DSO is organized into subordinate segments with direction of the staff exercised through intermediate supervisors. The subordinate groups differ from one another functionally, which places significant demands upon the secretary. There is a system of formal taskings by organizational type, as well as progress reporting systems dependent upon the functionality of the subordinate office. Coordination among subordinate units is sufficiently complex to require continuous attention.

Factor 2, Supervisory Controls

FL 2-3, 275 points

The supervisor defines overall objectives and priorities of the office and assists with special or new assignments. The secretary plans and carries out the work of the office independently and handles problems and deviations in accordance with established instructions, priorities, policies, commitments and program goals of the Superintendent. Completed work is evaluated for adequacy, appropriateness and conformance to established policy. The methods used by the incumbent are seldom reviewed in detail.

Factor 3, Guidelines

FL 3-3, 275 points

Guidelines include dictionaries, style and users manuals, specific DoDEA instructions such as correspondence, handling of classified or sensitive material, and operating policies of the Superintendent. In addition, a number of unwritten policies and operating procedures require judgment to determine proper methodologies, priorities, etc. The secretary must select and apply or adapt guidelines to situations for which guidelines are not clearly applicable.

Factor 4, Complexity

FL 4-3, 150 points

The work consists of various tasks involving different and unrelated processes and methods (e.g., preparing one-of-a-kind reports from information in various documents when this requires reading correspondence and reports to identify relevant items when decisions are based on familiarity with the issue involved and the relationships between the various types of information, and setting up conferences requiring planning and arranging travel and hotel accommodations for participants). Decisions regarding what needs to be done and how to accomplish them are based on the secretary's knowledge of the priorities, commitments, policies and program goals of the Superintendent and staff, and involve analysis of the subject, phase or issues involved in each assignment. The chosen courses are selected from among many alternatives.

Factor 5, Scope and Effect

FL 5-3, 150 points

The purpose of the work is to carry out specific procedures such as serving as liaison between the Superintendent and subordinate units, consolidating reports submitted by staff members and arranging meetings involving staff from outside the immediate office. The work affects the accuracy and reliability of further processes. The secretary also performs routine operations involving tasks or procedures such as maintaining office files and referring phone calls and visitors to staff members. That work has little impact beyond the immediate organization.

Factor 6, Personal Contacts

FL 6-2, 25 points

Contacts are with DoDEA employees from the Area Office, DoDEA headquarters, and schools within the District. The employee also has contacts with visitors and callers to the office who may include parents of students, family members of teachers, military officials from within the

District, local-national employees or vendors. The incumbent must often clarify reason for the contacts before they can be handled or referred.

Factor 7, Purpose of Contacts

FL 7-2, 50 points

Contacts are made to plan, coordinate, or advise on work efforts and to resolve operating problems (e.g., ensuring reports and responses to correspondence are submitted by the staff and in the proper format, making travel arrangements and scheduling conferences).

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 in an overseas environment, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.