

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9354

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
0002

14. Agency Use

2. Reason for Submission
 Redescription New
 Reestablishment Other
 Explanation (Show any positions replaced)

3. Service
 Hdqtrs. Field

4. Employing Office Location
Arlington, VA

5. Duty Station
Various

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interests

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

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	01 05		
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

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

a. Typed Name and Title of Immediate Supervisor

Signature _____ Date _____

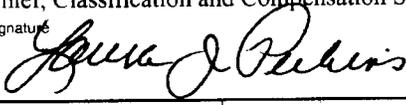
knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

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

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.

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

Signature  Date 8/8/06

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.

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

24. Remarks
 This standardized position description for Secretary (OA), YB-0318-01 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-0318-01 is appropriate for use at any DoDEA District Superintendent’s Office (DSO), in those work situations of limited complexity performing in an office in which there are no subordinate supervisors and the functions of the organization are directed primarily through face-to-face contact with the supervisor.

The purpose of the position is to serve as the principal clerk of the work unit, providing clerical and administrative assistance to the supervisor and staff.

MAJOR DUTIES

Receives visitors and telephone calls to the office, determines nature of request and directs callers to appropriate staff, or personally provides desired information when the request involves routine or procedural office matters. Takes requests for appointments with the supervisor and staff, checks on their availability, and confirms appointment. Reschedules appointment upon request of the supervisor or staff member.

Responds to routine and non-technical requests for information such as status of reports, suspense dates for matters requiring compliance, and similar information readily available from files. This may involve determining whether or not to release the information based upon the nature or degree of sensitivity of the information and the requestor’s authority to receive the information.

Receives incoming correspondence and screens material prior to distribution for suspense dates, establishes controls and follows up for the supervisor. Reviews correspondence prepared for the supervisor’s signature. Checks for spelling, typographical errors, conformance to formats, and procedural requirements.

Schedules meetings and makes arrangements for time, participants and location in accordance with supervisor’s instructions.

Maintains subject matter files and records relating the work unit served. Sets up and maintains logs showing the status of actions and correspondence. Ensures files include all required documents and all documents are properly signed and finalized.

Requisitions office supplies, equipment, and publications, etc. Serves as timekeeper for the work unit.

Performs a variety of administrative support duties such as organizing the flow of clerical processes in the office, planning and arranging the maintenance and preparation of information needed for various reports, briefings, conferences, locating and assembling information for said reports, making travel arrangements, composing complex but non-technical correspondence, following up with staff members to insure suspense dates and commitments are met, and designing and organizing filing systems.

Uses a personal computer and knowledge of more than one software type to prepare a variety of documents, correspondence, and reports.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position (Knowledge Type II)

FL 1-3, 350 points

Knowledge of substantive programs of the office as they relate to administrative functions of the office sufficient to screen requests for information, personally provide authorized information from files and records, advise on established procedures, assemble information for use in reports, follow up on commitments made in meetings, and refer non-routine requests to the appropriate staff member.

Knowledge of work functions and coordination requirements to ensure proper format, correct grammatical content of correspondence and mathematical correctness of reports. Must be able to assure facts and information have been coordinated and completed and that correspondence has been prepared in accordance with established policy.

Knowledge of the duties, policies, commitments and goals of the supervisor to review mail and determine which items should be brought to the attention of the supervisor, which can be sent directly to other appropriate personnel for action, and which can be handled personally.

Knowledge of the duties of the staff and the programs of the office to perform non-routine assignments such as locating and summarizing information from files and documents when this requires recognizing which information is or is not relevant to the problem at hand.

Knowledge of office functions and procedures to perform such duties as mail distribution and control, phone call and visitor referral, and provision of general non-technical information.

Knowledge of personal computers, office automation, and a variety of functions of more than one type of office automation software to prepare and edit a full range of documents (i.e., letters, reports, graphics presentations, databases, etc.) A qualified typist is required.

Factor 2, Supervisory Controls

FL 2-2, 125 points

The supervisor sets the overall objectives of the work, providing additional instructions for new, difficult or unusual assignments. The employee performs duties independently, referring only the most complex problems to the supervisor. Many situations and conflicts arise which require the secretary to determine the approach to resolve them. The work is reviewed for accuracy and compliance with instructions and established procedures.

Factor 3, Guidelines

FL 3-2, 125 points

Guidelines include dictionaries, style manuals, DoDEA manuals concerning preparation of correspondence and handling of classified information, instructions governing time and attendance, operating procedures of the school and district, and operating policies of the supervisor and the immediate work unit. The secretary applies and adapts the guides to specific problems for which the guides are not clearly applicable. Significant deviations are referred to the supervisor for resolution.

Factor 4, Complexity

FL 4-3, 150 points

The work commonly involves different and unrelated processes and methods. Based upon personal knowledge of the duties, priorities, commitments, policies, and program goals of the supervisor and staff, the secretary regularly makes decisions regarding what needs to be done and how it can best be accomplished. This involves analysis of the subject, phase, or issues involved in each assignment, and selection of a course of action from among many alternatives.

Factor 5, Scope and Effect

FL 5-2, 75 points

The purpose of the work is to perform clerical support work for the supervisor and staff. The work affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6, Personal Contacts

FL 6-2, 25 points

Contacts include the staff of the immediate office and parent organization(s), students and their parents, military officials and members of the community. Contacts outside the immediate work unit are not established on a routine bases, requiring the secretary to identify and locate the appropriate person to contact or to apply skill and knowledge in determining to whom a telephone call or visitor should be referred. The purpose and extent of each contact is different, and the role and authority of each party is developed during the course of the contact.

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 work is performed in an office setting with adequate heating, lighting, and ventilation. 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. Local travel may be required occasionally to attend meetings and training.