

POSITION DESCRIPTION (Please Read Instructions on the Back)							1 Agency Position No NL10937		
2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4 Employing Office Location ORLANDO, FL		5 Duty Station ORLANDO, FL		6 OPM Certification No	
7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8 Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and <input type="checkbox"/> Financial Interests		9 Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13 Competitive Level Code 0827	
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) 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 type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		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									
c Second Level Review									
d First Level Review		SECRETARY (STENO/OFFICE AUTOMATION)			GS	0318	08	BP	24 APR 98
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 THE ARMY (DA)					c Third Subdivision OFFICE OF THE COMMANDER (C)				
a First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)					d Fourth Subdivision CHIEF OF STAFF (CS)				
b Second Subdivision SIMULATION, TRAINING, & INSTRUMENTATION CMD					e Fifth Subdivision				
Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.									
a Typed Name and Title of Immediate Supervisor JAMES B. GODWIN, CHIEF OF STAFF					b Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature		Date			Signature		Date		
		4/27/98							
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 US OPM PCS FOR SEC SERIES, GS-318; US OPM PCS FOR OFFICE AUTOMATION, GS-326; US OPM GEG FOR OFFICE AUTOMATION.				
Typed Name and Title of Official Taking Action JAMES B. GODWIN, CHIEF OF STAFF					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		Date			Signature		Date		
		4/27/98							
23 Position Review		INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24 Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL.									
BUS: 8888									
25. Description of Major Duties and Responsibilities (See Attached)									

INTRODUCTION

This position is located in the Chief of Staff, Command Group, Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers.

MAJOR DUTIES

The incumbent provides clerical and administrative assistance to the Chief of Staff of STRICOM. The incumbent:

- Receives all visitors and telephone calls to the Chief of Staff. Determines nature of call or business of visitors. If business requires the attention of engineering or scientifically qualified personnel, decides whether the importance of business, rank, or position of visitor is such to require personal attention of the Chief of staff, or if the visitor should be referred to the appropriate Director or Project Manager with the engineering or scientific subject. Incumbent is authorized to give out administrative or engineering information to callers upon determination of their right to receive it. When calls involve matters on which the Chief of Staff will require background information, tactfully postpones the conversation, obtains the required information, and presents the information when informing the Chief of Staff of the pending call.
- Controls the Chief of Staff's activities schedule and reminds the Chief of Staff of appointments. On own initiative and discretion, establishes priorities, sets up, reschedules, or refuses appointments, accepts or declines invitations to meetings, and arranges for representation by a subordinate official when that is desirable.

- Serves as buffer and acts as liaison between the Chief of Staff and the Staff personnel by providing accurate, timely advice on procedures, reports, requirements and other matters necessary to implement the Commands policies, directives, and instructions. Informs them of STRICOM and the Chief of Staff's views on current issues and programs and schedules briefings by members of the staff for the Commander.

- Reviews correspondence and documents prepared for signature of or requiring coordination by the Chief of Staff for conformance with regulations, grammar, format, and special policies of the Command. On own initiative, returns such communications to the originator for correction when not in conformance with known policies or correspondence regulations. Gives advice and instructions to subordinate offices through discussions with author or secretary to obtain higher degree of compliance with general command policies or correspondence regulations.

40%

2. In the absence of the Chief of Staff, the incumbent assumes responsibility for ensuring that requests for action or information, which would normally receive the Chief of Staff's attention, are made known to responsible Directorate or Project Manager staff personnel who can satisfy the request. Monitors resulting activities for the purpose of briefing the Chief of Staff. Decides whether important or emergency matters should be brought to the Chief of Staff attention when the Chief of Staff is absent, but accessible.

- Reads incoming publications, regulations, and directives which may be important to the activities of the Chief of Staff or members of the staff.

- Receives requests from other organizations within the agency for information concerning programs under the Chief of Staff's control. From available background data, assembles requested information or follows up to see that subordinates in the Command submit required answers within the specified time.

- Composes correspondence on own initiative, based on knowledge of the Chief of Staff's views and desires. Typical subjects include administrative matters, letters of

acknowledgement, general office and STRICOM policies, acceptance to invitations, and cancellation of conferences. Prepares regular and special records such as attendance, leave, degree of use of filing space and amount of classified material present in the office. Prepares similar paper work to ease the flow of work through the office and provides the Chief of Staff with current information in readily accessible form.

- Makes all necessary arrangements for travel, arranging schedule of visits, making transportation and hotel reservations, notifying organizations and officials to be visited, keeping in touch with the Chief of Staff en route, writing thank-you letters after the Chief of Staff's return, and submitting travel vouchers and reports.

- Takes and transcribes dictation. Such dictation includes engineering and scientific terminology in such fields as electronics, modeling and simulation. Transcribes dictation into letters, endorsements, messages, office instructions, and reports, with responsibility for sentence structure, grammar, and spelling. Writes resumes of conferences and gives copies to participants who are expected to take action as result of conferences. On own initiative, follows up on projects resulting from conferences to ensure that schedules are met and report progress to the Chief of Staff.

- Uses multiple office automation software with varied functions to produce a wide range of documents that often require complex formats, such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising existing databases or spreadsheets. Independently plans and performs complex office automation duties requiring different approaches and methods from one assignment to another, such as using different packages to: edit lengthy and complicated reports; collect, select, organize, and provide information; track the status of a number of projects assigned to the organization; and resolve incompatibility problems in transferring text from one software package to another when menu options and specific software instructions are not available. Develops methods and procedures for office automation tasks, and identifies and solves problems in existing methods or procedures. Uses word processing software to create, copy, edit, store, retrieve, and print forms, memos, and letters; uses database or spreadsheet software to create, enter,

revise, sort or calculate, and retrieve data for reports; and uses graphic software to provide graphs and charts for reports and presentations. Transmits and receives documents and messages electronically using personal computers or workstations that are networked or linked to other computers or workstations.

60%

Performs other duties as assigned.

Factor 1. Knowledge Required - FL 1-4 - 550 Points

Knowledge Type III

- Sufficient knowledge of the substantive programs of the Command and of the goals, priorities, policies, and commitments of the Chief of Staff to perform such tasks as assembling information to be used for reports or responses to inquiries, to compose correspondence not requiring a technical knowledge, and to maintain awareness of clerical and administrative problems related to STRICOM programs.
- Skill in advising and instructing subordinate offices concerning the required reporting and general clerical and administrative procedures of the Command.
- **Skill in taking and transcribing dictation. A qualified stenographer is required.**
- Knowledge of grammar, spelling, punctuation and required formats.
- Knowledge of several types of office automation software packages, practices, and procedures, and ability to apply these knowledge's and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill to operate an electronics typewriter, word processor, and/or personal computer, using a standard typewriter style keyboard with additional functional keys to produce work accurately and efficiently. Skill in operating related equipment such as printers and modems. A qualified typist is required.

Work Situation B:

The Command includes 526 employees in four Project Manager (PM) Shops, four Directorates, and the Command Analysis Planning Office (CAPO). The Directorates and Project Manager Shops are subdivided into two to seven divisions which in turn are further subdivided. The Command directs the work of STRICOM through approximately 43 subordinate supervisors, and formal policies, procedures and reporting requirements are necessary. The Command is an organization that is the leading provider for warfighting experimentation, testing, training and related future operational battlespace needs.

Factor 2. Supervisory Controls - FL 2-4 - 450 Points

The incumbent works under the general supervision of the Chief of Staff, who sets the overall objectives of the work, and from time-to-time, gives specific assignments with a brief explanation of the assignments purpose. The incumbent personally sets the deadlines for most of the work to be done. The incumbent performs the duties of the job 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 to ensure that the overall objectives of the position are met.* 

Factor 3. Guidelines - FL 3-3 - 275 Points

Written procedural guidelines and general policy guidelines, both written and unwritten, are available, but the application of the guidelines often leaves much to the judgement of the incumbent. The incumbent uses judgement to interpret and adapt guidelines to specific situations.

Factor 4. Complexity - FL 4-3 - 150 Points

The incumbent coordinates and controls clerical and administrative work, not only in the immediate office, but also in a significant number of subordinate offices. Decisions regarding what needs to be done require analysis of subject matter, phase, or issues involved in each assignment, e.g., assembling information for various reports requiring identification of relevant information from files and other sources.

Factor 5, Scope and Effect – FL 5-2 – 75 Points

The incumbent ensures that the clerical and administrative controls and procedures of the Command are properly applied. The work affects the accuracy and reliability of the work of the subordinate offices.

Factor 6, Personal Contacts – FL 6-3 – 60 Points

Contacts include high level officials both within the agency and from other agencies, foreign dignitaries, contractors and academia.

Factor 7, Purpose of Contacts – FL 7-2 – 50 Points

The incumbent plans and coordinates the work of the office, including resolution of clerical and administrative problems.

Factor 8, Physical Demands – FL 8-1 – 5 Points

The work is sedentary.

Factor 9, Work Environment – FL 9-1 – 5 Points

The work is performed in an office environment.

Addendum:

*Receives general administrative direction from the office manager concerning office policies and procedures. Office manager coordinates work efforts, plans for and schedules training, recommends approval of leave to ensure appropriate office coverage, and approves short term emergency leave (3-4 hours).

JKL
8 Nov 07

Total Points - 1620