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## Secretary 04

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### GS-0318-04

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

This position serves as the principal clerical assistant to the supervisor of the office.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Receives incoming correspondence, screening material prior to distribution for suspense dates, establishing controls, and following up for supervisor.

Receives visitors and phone calls, ascertaining nature of requests and directing callers to appropriate staff, or personally providing information desired when routine or procedural matters are involved.

Reviews correspondence prepared for spelling, typographical accuracy, conformance to formats and procedural requirements. Schedules appointments and arranges meetings for time, participants, and location, as requested by supervisor. May prepare time and attendance reports or various forms such as requisitions or Requests for Personnel Action.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-3, 350 pts.

Knowledge Type II:

Knowledge of functions and procedures of unit to perform such duties as distribute and control mail, refer phone calls and visitors, and provide general, non-technical information.

Knowledge of office filing system and various references and handbooks commonly used by staff, in order to search for, file, and dispose of materials.

Knowledge of procedures to maintain time and attendance records of unit staff, and prepare a variety of standardized forms.

Knowledge of grammar, spelling, punctuation, and required formats.

Work Situation A: The unit is of limited organizational complexity, although several subgroups may exist. Supervisor directs staff primarily through face-to-face meetings. Internal administrative procedures and controls are simple and informal.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

Supervisor provides assignments, generally indicating what is to be done, quantity expected, deadlines, and priorities. Additional instructions are provided for new, difficult, or unusual assignments. Employee uses

initiative to perform recurring work. Problems and unfamiliar situations are referred to supervisor. Supervisor assures that completed work is accurate and in compliance with instructions and procedures.

Factor 3 - Guidelines FL 3-2, 125 pts.

Procedures are established and specific guidelines are available including dictionaries, style manuals, agency instructions on correspondence procedures, time and attendance, and supervisor's policies. Uses judgment in selecting applicable guides, and refers to supervisor for any significant deviations.

Factor 4 - Complexity FL 4-2, 75 pts.

Performs full range of procedural duties to support office. Makes choices among established alternatives in selecting procedures, based upon differences in factual situations and awareness of functional specialties of staff members.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The work performed supports that of other office staff, involving routine administrative and clerical work. The work affects the accuracy and reliability of further processes.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Most contacts are with employees within the immediate organization, vendors, and client offices serviced.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

Contacts are to for the purpose of exchanging routine information and to receive instructions on assignments.

Factor 8 - Physical Demands FL 8-1, 5 pts.

Work is primarily sedentary.

Factor 9 - Work Environment FL 9-1, 5 pts.

Work is performed in a typical office setting.

TOTAL = 805 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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