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Secretary 06

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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. DUTIES AND RESPONSIBILITIES

Receives telephone calls and visitors, referring callers to appropriate offices. Advises individuals when appointments must be rescheduled, arranging mutually convenient times. Makes arrangements for meetings, travel arrangements for supervisor and staff, and prepares related travel vouchers and reports.

Receives and controls mail, routing items to appropriate offices.

Assembles background information for supervisor, and notifying supervisor of pending delays and reasons. Reviews outgoing correspondence for conformance with instructions, grammar, and typographical accuracy.

May provide advice to secretaries in subordinate units concerning matters such as time and attendance, travel, reports, and correspondence procedures. May serve as timekeeper.

III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-4, 550 pts.

Knowledge Type III: Knowledge of priorities, commitments, policies, and program goals of the supervisor and staff, in order to perform non-routine assignments such as locating and summarizing information from files and documents as required or in anticipation of supervisor's needs.

Skill in advising secretaries in subordinate units concerning such matters as application of various procedures and reporting requirements. Knowledge of grammar, punctuation, and spelling, as well as organizational requirements on style and format; office filing systems; knowledge of substantive programs of the office to direct inquiries; knowledge of travel regulations and time and attendance procedures to prepare vouchers and reports.

Work Situation B: The organization is either divided into subordinate organizations with further subdivisions where there are extensive internal procedures and reporting systems or, the organization is limited in complexity, but has extensive responsibilities for coordinating work outside the organization.

Factor 2 - Supervisory Controls FL 2-3, 275 pts.

Supervisor defines major priorities and specific assignments. Incumbent performs day-to-day work independently, referring questionable matters to supervisor. Completed work is reviewed for conformance with established policies 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.

Work duties involve several related steps, processes, or methods.

Incumbent decides what needs to be done, and takes action based on knowledge of procedural requirements and awareness of specific functions and staff assignments.

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

Assures effective accomplishment of clerical and administrative work of the unit. This allows supervisor to concentrate on technical and managerial duties, and facilitates effectiveness of unit products.

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

Contacts are with co-workers and employees in other areas within the immediate organization, other organizations, and the private sector.

Factor 7 - Purpose of Contacts FL 7-2, 50 pts.

Contacts are to provide non-technical information, perform various clerical services, schedule meetings and appointments, and make travel arrangements for the chief and the staff.

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

Work is primarily sedentary, with no special physical demands.

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

Work is performed in a typical office setting.

TOTAL = 1,185 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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