

A. MAJOR DUTIES

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Receives visitors and telephone calls to the office. Determines nature of call or business of visitors and initiates appropriate action. Refers important business and high ranking visitors to supervisor, takes messages, or schedules later appointments. Refers business requiring technical response to the appropriate staff member within the organization.

Maintains the supervisor's calendar; schedules appointments and meetings based upon personal knowledge of the supervisor's workload and current issues of importance; and reminds supervisor of appointments and the nature of the appointment before the scheduled meeting. Reschedules appointments when the supervisor will not be able to meet previous schedule.

Responds to requests for information concerning unit functions. Personally prepares responses from source material. Anticipates need for information and systematically prepares material so that it is immediately available for supervisor's needs. In the supervisor's absence, assumes responsibility for ensuring that requests for action or information are made known to responsible staff personnel who can satisfy the request. Follows up on required actions and informs the supervisor of status.

Reads incoming correspondence, publications, regulations, and directives which may affect the office. Determines those that can be acted upon personally and takes necessary action. When necessary, uses initiative to obtain clarification of instructions from originating office or appropriate focal points. Determines which are of importance or interest to the supervisor and refers them accordingly. Determines those that affect staff members and ensures that they are informed. Assists staff in interpreting instructions and establishing action required on items. Briefs supervisor on such activity, its results, and/or status.

Uses office automation software packages and equipment to type, edit, and format letters, memoranda, reports, manuscripts, research documents, charts, graphs, and/or forms. Types documents from rough draft into final form, ensuring accuracy with regard to format, spelling, grammar, punctuation, and distribution of copies. When necessary, edits or retypes documents for improvement. Independently composes correspondence in accordance with supervisor's policies or as requested.

Reviews documents prepared for the signature of or requiring coordination by the supervisor for conformance with regulations, grammar, format, and special policies.

**Secretary (Office Automation)
GS-0318-06**

Standard Job #318-06

Returns such communications to originator for correction when not in conformance with known policies, or when correspondence regulations have not been followed.

Maintains control records on incoming correspondence and action documents and follows up on work in progress to ensure timely reply or action; secures and furnishes information required by higher level management relative to action required or taken by the office on manuscripts, travel reports and vouchers, purchase requisitions, and other necessary reports.

Assists supervisor's subordinates in the procedural aspects of expediting the work of the office, including distributing the workload of clerical help to take care of fluctuating workloads; explaining report requirements, arranging for submission of data, and assembling into general reports; and informing and instructing clerical personnel on procedures for preparation of correspondence.

Signs routine correspondence of a non-technical nature in supervisor's or own name.

Makes necessary arrangements for travel, including arranging schedule of visits, making reservations, notifying organizations and officials to be visited, and submitting travel vouchers and reports.

Establishes and maintains the office filing system(s) to meet program needs for information storage and retrieval. Files may include administrative material and regulations, correspondence, reports, forms, and/or documentation pertaining to activities of the office.

Coordinates office activities with secretaries of other offices/organizations to ensure products are completed in a timely manner. Typical assignments include typing of documents/manuscripts for both Federal and cooperative employees, procurement of equipment and supplies, assignment of graduate and work-study students to the Unit, etc.

Sets up meetings, planning sessions and conferences, and prepares and disseminates research plans, reports, and other information to participants.

Receives and reviews budget policies and procedures, noting revisions to previous instructions for the supervisor; assists in the development of the Advanced Procurement Plan by providing item cost guidelines, object class codes, etc.; provides supervisor with information essential for preparation of the budget from office files, etc.; solicits other information from staff members to complete preparation of the budget; coordinates activities related to the budget with the Administrative Office; and serves as a contact point for requests from the Administrative Office, Area Administrative Office and/or higher level management concerning the budget for the office.

Verifies office expenditures against reports provided for discrepancies; distributes reports to appropriate staff members for review; and resolves discrepancies as they arise.

Prepares task orders for Research Support Agreements by meeting with scientists to assess work and time requirements for the year; consults with appropriate University personnel to determine the correct salary and staff benefits; monitors RSA spending throughout the year and prepares the necessary paperwork to add or de-obligate funds as necessary; reviews Monthly Management Reports from the University for accuracy, and reports discrepancies to the supervisor or ADODR; and coordinates these actions with the Administrative Office.

Maintains Project Documentation Manual for the office; notifies project leader for CRIS units of termination; advises of the timeframe for approval of new project and/or termination of the old project; works with the project leader in preparing the required documentation for compliance with CRIS guidelines; and electronically submits CRIS documents for the office.

B. EVALUATION FACTORS

**1. Knowledge Required by the Position (FLD 1-4: 550 pts)
(Knowledge Type III, Work Situation B)**

Knowledge of the duties, priorities, commitments, policies, and program goals of the staff sufficient to perform assignments such as reviewing incoming materials which may affect the unit and taking appropriate follow-up action; and to anticipate and prepare materials needed by the supervisor in order to respond to correspondence or phone calls.

Knowledge and skill to coordinate the work of the office with other offices, including advising and instructing other clerical staff on new procedures or regulations and information to be provided for use in reports.

Knowledge of the substantive programs of the office as related to the office's clerical and administrative support functions.

Knowledge of Agency office management policies, regulations and procedures concerning such administrative matters as correspondence preparation and control, travel, personnel, office automation systems, files maintenance, services/supplies/equipment requisitioning, budget preparation, and time and attendance.

Knowledge of English grammar, spelling, punctuation and required formats to type, proofread, and correct errors in documents consistent with requirements for style and content.

Skill in operating a personal computer, including related equipment such as a printer and/or modem, as well as an electric typewriter. A qualified typist is required.

Knowledge of software package functions and features, including EITHER (1) the varied functions of more than one software package OR (2) the varied and advanced functions of one software package to perform accurate word processing and to format, arrange, produce and update a wide variety of complex documents.

Knowledge of specialized terminology related to the office/program(s).

Work Situation B

The office is organized into subordinate segments which may also be further subdivided. Direction of the staff is exercised through intermediate supervisors, and the subordinate groups differ from each other in such aspects as subject matter, functions, relationships with other organizations, and administrative requirements in ways that place demands upon the secretary. A formal system of internal procedures and administrative controls is in place. Coordination among subordinate units is sufficiently complex to require continuous attention.

or

The unit is comprised of permanent research scientists, support personnel, and research associates, cooperating scientists, and graduate students. Unit scientists cooperate extensively with scientists at other locations, universities, state and local governments, and other Federal and private research centers including both national and international organizations. Research programs developed out of these cooperative efforts involve complex approaches toward solving research problems that can only be established by full utilization of the collection of resources of the cooperating parties.

The incumbent must have an in-depth understanding of the cooperative nature of the program, the ability to communicate with and anticipate the needs of the cooperating scientists, and the ability to know when to apprise the supervisor of developments which affect the cooperative programs. The supervisor and research scientists are actively involved in professional societies, and travel is frequent among the scientific staff.

2. Supervisory Controls (FLD 2-3: 275 pts)

The supervisor issues work assignments in terms of general instructions, priorities, and desired results.

The secretary independently plans and follows through on commitments and requests made by the supervisor. Incumbent is expected to organize own work to move from one assignment to another without instructions, following established procedures, and giving consideration to relative priorities and urgent requests.

Work is reviewed on the basis of overall accomplishment and effectiveness and on the appearance and editorial quality of material that is issued from the office. Methods used in achieving end results are not reviewed in detail.

3. Guidelines (FLD 3-2: 125 pts)

Established procedures and specific guidelines are available for reference purposes. Guidelines include dictionaries, style manuals, manufacturer's manuals and tutorials for PC hardware and software, agency directives and instructions, sample work products and precedents, and the operating policies of the supervisor.

The secretary uses judgment in selecting the appropriate guidelines and references for application to specific cases, referring significant deviations or unusual situations to the supervisor.

4. Complexity (FLD 4-3: 150 pts)

The secretary's duties include the full range of clerical and administrative work in support of the office, consisting of procedural work such as typing and word processing, filing, making travel arrangements, referring phone calls and visitors, etc., and also work of a more varied and substantive nature (e.g., preparing special reports based on gathering and interpreting information from the staff and the files; performing office automation duties which require a variety of software and differing approaches and methods; and setting up travel arrangements, meetings and conferences).

The secretary decides what needs to be done and how to accomplish it by analyzing the issues involved in the particular situation and the needs, priorities, goals and commitments of the supervisor and the staff. In addition to routine

decisions, many decisions are based on factors which are not clear-cut or well-established.

The secretary uses judgment in selecting from many alternatives and exercises originality in solving problems concerning clerical and administrative matters and computerized office systems.

5. Scope and Effect (FLD 5-2:75 pts)

The position supports the supervisor and the staff by relieving them of various administrative and clerical duties and allowing them to focus on the organization's primary mission. The work is essential to the smooth operation of the organization. Workload has to be properly managed in order to meet deadlines.

The work performed by the secretary affects the accuracy and reliability of further processes and contributes directly to the overall image and effectiveness of the office.

6. Personal Contacts (FLD 6-3:60 pts)

Incumbent contacts all personnel working directly with the office, coworkers in related departments at universities, other agency locations, other USDA agencies, and representatives of industry, foreign institutions, and the general public.

7. Purpose of Contacts (FLD 7-2: 50 pts)

Contacts are for the purpose of exchanging information between staff, supervisor, and outside sources. These contacts are also required to plan and coordinate work efforts and to resolve operating problems or concerns in the accomplishment of the secretary's work.

8. Physical Demands (FLD 8-1: 5 pts)

Work is essentially sedentary, but does require some walking, standing, bending, and carrying of light items.

9. Work Environment (FLD 9-1: 5 pts)

The work environment involves the normal risks and discomforts typical of an office.

C. OTHER CONSIDERATIONS (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

TOTAL POINTS: 1295
(GS-6 Range: 1,105 – 1,350 pts)

August 20, 1996