

Department of the Interior, U.S. Fish and Wildlife Service Job Analysis

Title: Secretary (OA)

Series: 318

Grade: GS-5

Org Code:

Position Number: R3-32

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Prepares travel requests and all associated records and forms.	Knowledge of Federal travel regulations and procedures in order to make arrangements and prepare travel authorizations and vouchers.	Yes	No	1	Required for this position
Reviews outgoing correspondence, receives and reviews all incoming mail, establishes and maintains files, receives calls, directs visitors, and maintains suspense records on correspondence and action documents.	Ability to organize and control the clerical workflow of an office.	Yes	No	1	Required for this position
Composes correspondence, reviews outgoing correspondence for procedural and grammatical accuracy.	Knowledge of correct grammar, spelling, punctuation, and format to type and proof-read a variety of materials.	Yes	No	1	Required for this position
Uses word processing and related equipment or automatic typewriters.	Skill in use of personal computers to perform word processing database management, charts, and spreadsheets.	Yes	No	1	Required for this position
Composes correspondence, provides guidance instructions and regulations to other support clerical personnel, receives calls, and greets visitors.	Ability to communicate orally and in writing.	Yes	No	1	Required for this position