POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No: R3-32

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs [X] Field

4. Employing Office Location: Twin Cities, MN

5. Duty Station:

6. OPM Certification No:

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [X] 1—Non-Sensitive [ ] 3—Critical Sensitive [ ] 2—Noncritical Sensitive [ ] 4—Special Sensitive

13. Competitive Level Code:

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 (Office Automation)	GS	318	5	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Secretary (Office Automation)	GS	318	5		

16. Organizational Title of Position *(if different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of Interior

a. First Subdivision: U.S. Fish and Wildlife Service

b. Second Subdivision: Region 3

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

19. Employee Review—This is an accurate description 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 violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor:

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:

Signature: Date:

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.*

Typed Name and Title of Official Taking Action:
J.T. WESTBERG
Personnel Management Specialist

Signature: J T Westberg Date: 4/27/92

22. Position Classification Standards Used in Classifying/Grading Position:
STANDARD POSITION DESCRIPTION R3-32
Position Classification Standard for GS-318, TS-34, dated 1/79

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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25. Description of Major Duties and Responsibilities *(See Attached)*

Introduction

The incumbent actively participates in the management of an organization by carrying out and coordinating all administrative and miscellaneous clerical work. Based upon a good working knowledge of the office and the programs under the supervisor's control, the incumbent resolves problems associated with the administrative and clerical work of the office. Typical, though not all inclusive duties include:

Major Duties:

-- Receives calls, greets visitors, and directs to supervisor or other staff members only those contacts needing their attention or action. Takes care of routine matters, and on the basis of knowledge of the programs and functions, project assignments, internal procedures and relationships, and current work status, refers other inquires to appropriate personnel. Incumbent personally responds to routine and nontechnical requests for, procedural/compliance requirements, office functions, and similar information readily available from the files. Places both local and long distance calls for supervisor or staff members. Maintains supervisor's calendar and schedules appointments based on knowledge of supervisor's interest and commitments.

-- Composes correspondence on administrative support or clerical functions of the office. Composes routine correspondence on other subjects as outlined in regulations and procedures or specifically requested by supervisor. Reviews outgoing correspondence for procedural and grammatical accuracy, and returns to originator that correspondence requiring corrections.

-- Receives and reviews all incoming mail. Determines which items should be brought to the attention of the supervisor as opposed to those that should be sent directly to other appropriate staff members for action. Reviews outgoing mail for enclosures, dates, signature, complete addresses, and destinations. Maintains suspense records on all correspondence and action documents and follows up to ensure a timely reply or action.

-- Prepares in final form all types of documentation and forms incident to office management. Prepares travel requests and all associated actions and documentation. Assembles, prepares and submits office reports of staff time charges, and maintains personnel time cards.

-- Maintains account records by reviewing, balancing, reconciling, and resolving problems or inconsistencies.

-- Obligates funds, redistributes funds, and analyzes printouts to ensure expenses have been recorded properly and balances are correct.

-- Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new, revised, or amended procedures for such matters as:

preparation and processing of correspondence, filing, mail procedures and preparation of travel orders/vouchers.

-- Provides guidance and assistance on applicable procedures, instructions, and regulations to other support clerical personnel as required.

-- Establishes and maintains files; revises and disposes of files in accordance with governing regulatory procedures. Maintains ready-reference files of frequently consulted regulations, policies, rosters, directives, and other material. Establishes and maintains lists and registers, by various categories, of persons or organizations frequently contacted.

Typing:

-- Types into final form from written material, brief instructions and/or voice recordings pertaining to correspondence, narrative and tabulated reports, travel documents, personnel actions, etc. Uses word processing and related equipment or automatic typewriters. Utilizes knowledge of regulations and procedures in determining number of copies required and arranging material in proper format. Proof reads completed work and ensures correct punctuation, capitalization, spelling, grammar and conformance to style.

Factors:

1. Knowledge Required by the Position:

-- Knowledge of the substantive programs of the organization as the relate to the clerical and administrative functions of the office.

-- Knowledge of the duties, commitments, goals, and priorities of the supervisor and organizational staff members to perform assigned tasks and advise other clerical support personnel of such matters as the application of instructions and regulations and their effect on the work of the staff.

-- Knowledge of spelling, punctuation, capitalization, arrangement, grammar, and required formats.

-- Skill in operating an electronic typewriter, word processor, or microcomputer using a standard typewriter style keyboard with additional function keys, to produce work accurately and efficiently. Also, skill in operating related equipment, such as printers and Modems, as required. Qualified typist required.

Work Situation A

The organization may be subdivided into subordinate elements responsible for specific programs or projects assigned to the organization. Internal procedures and controls are normally established for recurring

actions. The supervisor usually coordinates the work of the organization through face-to-face discussions with the staff.

2. Supervisor Controls:

Supervisor issues work assignments in terms of general instructions and desired results. The incumbent plans and carries out the day-to-day work of the office independently, referring only very unusual office problems to the supervisor or other staff. The supervisory review is to ensure that the work of the office is processed promptly and completely in accordance with established priorities, policies and procedures.

3. Guidelines:

Specific guidelines are available as needed for reference purposes. They include dictionaries, directives pertaining to administrative practices and clerical procedures, correspondence manuals, and prescribed filing systems. Incumbent uses judgement to select the appropriate guidelines, references, and procedures for application to specific cases. Significant deviations from established guides are referred to supervisor.

4. Complexity:

The work consists of duties involving several related sequential steps, processes, and methods. Decisions made by incumbent in performing the work require recognizing the differences among a few easily recognizable situations. Differences in actions taken and responses made by incumbent depend on the source of information, type of transaction, or other factual matters.

5. Scope and Effect:

The purpose of the work is to carry out specific procedures. The work affects the accuracy and reliability of further processes and the overall performance of the office.

6. Personal Contacts:

Contacts are with office employees, Service employees, visitors, and telephone inquirers.

7. Purpose of Contacts:

Contacts are for the purpose of fulfilling clerical, typing, financial and administrative duties, to ensure that reports and responses to correspondence are submitted by the staff on time and in the proper format, making travel arrangements, and scheduling conferences.

8. Physical Requirement:

The work is sedentary and flexible so there are no physical requirements beyond those required to operate a typewriter and carry light items such as office files around.

9. Work Environment:

The work is performed in an office setting and meeting rooms. The office is adequately lighted, heated and ventilated.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class _____ and _____.