

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

1. Agency Position No  
S0254

2. Reason for Submission  
NEW

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No

Explanation

7. Fair Labor Standards Act  
Non-exempt

8. Financial Statements Required

9. Subject to IA Action  
Yes

10. Position Status

11. Position is  
NON-SUPERVISORY

12. Sensitivity

13. Competitive Level Code

14. Agency Use

15. Drug Test Required  
NO

16. ADP Status

17. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Secretary (Office Automation)	GS	318	06	L . P	01/01/02
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)

19. Name of Employee (if vacant, specify)

20. Department, Agency or Establishment

**Department of the Interior**

a. First Subdivision

**U.S. Geological Survey**

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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. Name and Title of Supervisor

**Mark Sogge, Acting Deputy Director, USGS**

Signature

/s/Mark Sogge

Date

07/30/2015

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

Signature

Date

23. 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.

24. Position Classification Standards Used in Classifying/Grading Position

GS-318, Secretary Series

Typed Name and Title of Official Taking Action

Lorilee Penn Human Resources Specialist

Signature

Lorilee Penn /s/

Date

01/01/2002

**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.

25. Position Review	Initials	Date								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

27. Description of Major Duties and Responsibilities (See Attached)

PD Tracking Number 0000032

#### Major Duties

Serves as secretary and personal assistant to the supervisor, providing a wide range of staff assistance to the supervisor, and if applicable, to other office staff members. Based on knowledge of the supervisor's views, preferences, and policies provides accurate and timely advice on procedures, reports, requirements, and other matters necessary to implement the office policies, directives, and instructions. Facilitates the performance of the supervisor's work by relaying information and requests to officials within and outside the organization.

Responds to a variety of substantive requests for program, budget, and statistical information. Searches through files and drafts explanatory narratives and summaries in a clear, concise, and logical manner on the basis of the unique information needs of internal and external requesters. Conducts personal inquiries or searches in order to ascertain facts through discussions with individuals, research in files, and/or through other sources.

Receives and manages office calls, email, visitors, and correspondence. Maintains the supervisor's calendar. Schedules appointments on own initiative based on personal knowledge of supervisor's workload and current issues of importance. Reviews incoming correspondence, determines necessary action, routes and tracks items, and follows up on requests that can be handled personally. Brings significant items to the supervisor's attention. From verbal or written instructions composes letters or memos for the supervisor or other appropriate signature. Screens publications, directives, and periodicals; and brings issuances of significance to the supervisor's attention. Reviews all outgoing correspondence, documents, and reports for proper format, grammar, and conformance with established policy.

Plans and organizes meetings, conferences, and workshops. Prepares agenda items; notifies participants; arranges luncheons and other social activities; develops background information; arranges for meeting space, speakers, clerical support, and a myriad of related logistical details that are vital to the accomplishment of conference objectives. Attends and records the minutes at meetings, summarizes points and issues discussed, distributes the minutes, and follows up on commitments.

Develops and maintains various automated data bases, spreadsheets, and graphics in support of office activities and operations. Types a variety of letters, memoranda and reports in required correspondence and/or publication formats.

Performs a variety of clerical and administrative support tasks. Makes travel arrangements, organizes and maintains the office filing system, procures supplies and equipment, and performs other tasks necessary to meet office support needs.

If the office has subordinate clerical and secretarial staff members, incumbent assists these employees with procedural aspects of the work. Monitors and reviews workflow. Shifts work

assignments when necessary to accommodate fluctuating workload.

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Factor Statements

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-4, KT III, 550 points)**

- Knowledge of the organization, mission, and functions of the office to which assigned in order to effectively coordinate work and to gather and organize program information.
- Knowledge of the duties, priorities, commitments, policies, and goals of the supervisor (and support staff, if applicable) in order to perform non-routine assignments such as independently noting and following up on commitments.
- Skill in planning, organizing, and coordinating work activities.
- Skill in compiling and summarizing information.
- Knowledge of correspondence procedures and publication guidelines pertaining to the style and format of documents.
- Knowledge of office procedures and related administrative requirements in order to establish approaches for efficient office management, make travel arrangements, procure supplies and equipment, and meet other office support needs.
- Skill in operating a personal computer and utilizing office automation software for word processing, data base management, and/or graphics preparation. A qualified typist is required.
- Skill in interpersonal working relationships in order to resolve work-related difficulties.

**WORK SITUATION B**

Check one of the following:

{ } The office is organized into subordinate segments. Direction of the staff is exercised through intermediate supervisors. Subordinate groups in the office differ from each other in aspects such as subject matter, functions, relationships with other organizations, and administrative requirements. There is a system of formal internal procedures and administrative controls. Coordination among subordinate units requires continuous attention.

{ } The office is relatively small but includes program, activities, and /or operations that require extensive coordination outside the organization, including the establishment of procedures and administrative controls that are comparable to those found in larger and more complex organizations.

**FACTOR 2 - SUPERVISORY CONTROLS (Level 2-3, 275 points)**

The supervisor assigns work in terms of overall objectives and priorities, and assists the secretary with some special assignments. The incumbent works independently, handling problems and deviations in accordance with established instructions, priorities, policies, and accepted practices. Work is reviewed for overall adequacy and appropriateness.

**FACTOR 3 - GUIDELINES (Level 3-2, 125 points)**

Guidelines include the USGS correspondence guidance, GPO Style Manual, Suggestions to Authors, and other office operating policies and procedures. The incumbent uses judgment to locate and select the guideline that is appropriate for the specific situation and to determine which of established alternatives to use. When existing guidelines cannot be applied, the incumbent refers the problems to the supervisor or to an appropriate staff member.

**FACTOR 4 - COMPLEXITY (Level 4-3, 150 points)**

The incumbent coordinates and controls a variety of secretarial and related administrative work. The work includes various duties involving different and unrelated processes and methods. Decisions regarding what needs to be done require analyzing the subject matter, phase, or issues involved in assignments (e.g., assembling information from various reports requiring identification of relevant information from files and other sources).

**FACTOR 5 - SCOPE AND EFFECT (Level 5-2, 75 points)**

The purpose of the position is to provide secretarial assistance to the supervisor and to ensure that secretarial and administrative procedures and controls in the office are applied appropriately. Work impacts the accuracy and reliability of office work.

**FACTOR 6 - PERSONAL CONTACTS (Level 6-3, 60 points)**

Contacts include employees, supervisors, and managers within the agency; employees from other Federal and State agencies, private firms, and academia; and the general public.

**FACTOR 7 - PURPOSE OF CONTACTS (Level 7-2, 50 points)**

Purpose of the contacts are to plan and coordinate work, exchange information, advise on office requirements, and resolve operating problems.

**FACTOR 8 - PHYSICAL DEMANDS (Level 8-1, 5 points)**

The work is primarily sedentary.

**FACTOR 9 - WORK ENVIRONMENT (Level 9-1, 5 points)**

The work is performed in an office setting.

TOTAL POINTS - 1295

CONVERSION - GS-6

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