

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

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Field <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>				3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No. VQ-23	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. OPM Certification No.		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	
11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 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. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	SECRETARY	NF	0318	02	<i>[Signature]</i>	6/9/04
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

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

18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY		c. Third Subdivision
a. First Subdivision		d. Fourth Subdivision
b. Second 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		b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> MARIO TREVINO, VQ PROGRAM MANAGER	
Signature	Date	Signature	Date
		<i>[Signature]</i>	6/7/04

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 E. LANIER-BALLENGER, PRINCIPLE CLASSIFIER		22. Position Classification Standards Used in Classifying/Grading Position	
Signature	Date	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.	
	6/09/04		

23. Position Review	Initials	Date								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks

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

**SECRETARY**  
**NF-0318-02**

**INTRODUCTION**

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to provide administrative and clerical support to the VQ.

**MAJOR DUTIES**

Prepares and types correspondence using established procedures. Review/edit incoming and outgoing correspondence for proper format, conformance with procedural instructions, spelling, grammar and typographical accuracy.

Receives telephone calls and visitors. Provides referrals to other divisions, as appropriate.

Responsible for handling office mail, to include sorting, reading incoming correspondence and preparing outgoing.

Makes arrangements for meetings including space, time and notifies attendees of agenda. Assembles background materials, reports and statistical data pertaining to meetings, briefings, etc. Provides minutes or summary reports of meetings.

Makes travel arrangements for VQ staff. Prepares completed travel vouchers and reports, as requested.

Performs other related duties as assigned.

**SKILLS AND KNOWLEDGE**

Three years office experience, which demonstrated possession of knowledge, skills and abilities to perform the duties, outlined above.

Must be skilled in the use of a personal computer and various software programs. Must be able to type by touch with speed and accuracy.

Ability to communicate effectively both orally and in writing.

**RESPONSIBILITY**

The incumbent works under normal supervision. Incumbent is expected to perform daily work on own initiative and present completed work. The supervisor will provide suggestions for handling unusual situations. Work is reviewed for completeness and accuracy.

The incumbent carries out assignments in accordance with DOD and Navy regulations. Judgment and knowledge in interpreting and applying these regulations and policies is necessary.

**COMPLEXITY**

The incumbent is required to execute policies, regulations and guidelines as they pertain to a wide variety of accounting procedures and internal controls. Work involves multiple/changing priorities and sensitive/ confidential information.

**CONTACTS**

Contacts are made to obtain information or clarify data.

Contacts can include guests, other staff members, other installation staff, vendors, Navy Personnel Command staff, Regional Housing staff and CNI Housing staff.

**PHYSICAL EFFORT**

This position is basically and primarily sedentary. Must be able to file and retrieve documents from filing cabinets up to shoulder level. Assist with packing, filing and retrieving files weighing up to 30 pounds.

**WORKING CONDITIONS**

Work is performed indoors in areas that normally have adequate heat, light and ventilation.

**SPECIAL REQUIREMENTS**

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background or National Agency Check (NAC) in accordance with CNI policy.