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Secretary 09

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I. INTRODUCTION

This position is located in

This position serves as office manager for head of the office.

II. MAJOR DUTIES AND RESPONSIBILITIES

Establishes and maintains a formal system of procedures and administrative controls. Receives all visitors and calls for supervisor. Maintains supervisor's calendar, making appointments and arranging conferences without prior approval. On own initiative, makes arrangements for meetings and contacts attendees. May also arrange for transportation and lodging of participants.

Controls all correspondence. Determines appropriate routing including what needs supervisor's personal attention. Follows up to ensure timely action. Reviews all outgoing correspondence for neatness, accuracy, adherence to format and supervisor's personal style. Drafts non-technical correspondence including, but not limited such things as personal acknowledgements, acceptance letters. Produces related reports and files.

III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-6, 950 pts.

Knowledge Type IV: Knowledge of administrative concepts and practices in order to recommend changes in administrative policies, devise and install procedures and office practices affecting subordinate organizations, and foresee administrative problems and requirements. Knowledge of organization's substantive programs, supervisor's views, and administrative functions, sufficient to answer routine inquiries on administrative functions and route to proper units. Skill in advising and instructing secretaries in subordinate organizations concerning such matters as directives, reports, correspondence, and telephone procedures.

Work Situation C: The organization is typically large enough to be divided into three or more levels, but in all cases, operates with a large degree of managerial autonomy. Complex systems of internal procedures and extensive reporting systems are used. The general public, as well as political officials at local and national levels often have considerable interest in the organization's programs.

Factor 2 - Supervisory Controls FL 2-4, 450 pts.

Supervisor establishes overall objectives of the work based on priorities and needs of the organization. Incumbent is frequently required to handle office emergencies and to resolve situations requiring initiative in determining methods to use and approach to be taken based on established objectives. Supervisor reviews work only for general effectiveness.

Factor 3 - Guidelines FL 3-3, 275 pts.

Guidelines include policies, priorities, and commitments of the supervisor; administrative policies and procedures of the organization; and standard office practices. Many situations are not covered by the guidelines,

which therefore require interpretation and adaptation.

Factor 4 - Complexity FL 4-3, 150 pts.

Work includes various duties requiring different and unrelated processes and methods, due to depth and breath of organization. Decisions concerning what needs to be done and how, are based upon an understanding of the interrelationships between organizations, people, and issues involved.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

Work of this position affects accuracy, timeliness, and reliability of administrative work of all subordinate units of this office.

Factor 6 - Personal Contacts FL 6-3, 60 pts.

Contacts are with heads of other offices, bureaus, departments, congressional staffs, state, and private firms, in a moderately unstructured setting.

Factor 7 - Purpose of Contacts FL 7-2, 50 pts.

Plans and coordinates work of the office, resolving problems by ensuring smooth flow of correspondence, arranging conferences, and following up to ensure completion of required actions.

Factor 8 - Physical Demands FL 8-1, 5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment FL 9-1, 5 pts.

The work is performed in a typical office setting.

TOTAL = 2,020 pts.

This position is exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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