

Office Automation Assistant, GS-326-05

REASON FOR THIS POSITION										POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER			3. REPLACES PD NUMBER								
RECOMMENDED										4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
Office Automation Assistant										GS	0326	05	
8. WORKING TITLE (Optional)							9. INCUMBENT (Optional)						
OFFICIAL													
10. TITLE													
Office Automation Assistant													
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER					
GS	0326		05	MONTH	DAY	YEAR	Yes	No	Kayla D. Ascher				
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)													
1st	Natural Resources Conservation Service						5th						
2nd	KS State Conservationists Off						6th						
3rd							7th						
4th							8th						
SUPERVISOR'S CERTIFICATION													
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship 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 statute or their implementing regulations.													
19. SUPERVISOR'S SIGNATURE						20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE				23. DATE	
21. SUPERVISOR'S NAME AND TITLE						24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE							
FACTOR EVALUATION SYSTEM													
FACTOR		25. FLD / BMK	26. POINTS	FACTOR			25. FLD / BMK	26. POINTS					
1. Knowledge Required		Level 1-4	550	6. Personal Contacts			Level 2/A	45					
2. Supervisory Controls		Level 2-2	125	7. Purpose of Contacts									
3. Guidelines		Level 3-2	125	8. Physical Demands			Level 8-1	5					
4. Complexity		Level 4-2	75	9. Work Environment			Level 9-1	5					
5. Scope and Effect		Level 5-1	25	27. TOTAL POINTS ▶				27. 955					
							28. GRADE ▶		28. GS-05				
CLASSIFICATION CERTIFICATION													
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.													
29. SIGNATURE							30. DATE						
31. NAME AND TITLE													
Jane Medina, Human Resources Manager													
32. REMARKS							33. OPM CERTIFICATION NUMBER						
This position is determined to be NONEXEMPT from the provisions of FLSA.													

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/DIVR	2. DEPT. CD/AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 022364	5. GRADE (2) 05	8. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0326	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0002	5. OFF. TITLE (38) Office Automation Asst					
8. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR 09/15/02	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) 1 = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR	14. DT. INACT / REACT (6) MO DAY YEAR	15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)									
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)									

C. INDIVIDUAL POSITION												
1. FLSA CD. (1) N	2. FIN. DIS. REQ. (1) 0Y		0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	0 = Excepted but not A, B, C	4. POS. SENS. (1) 1N	0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LEV. (4) 0326	
6. WK. TITLE CD. (4)		7. WK. TITLE (38)										
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th							9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE					
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (6) State (2) City (4)		20	14. BUS. CD. (4) 7777	15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR		
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG						4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G		7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. BUD (1) Y Y = Perm N = Other
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)												
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change			5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other			
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT / REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASGN. SER. (4)		29. AGCY. USE (6)
30. CLASSIFIER'S SIGNATURE						31. DATE						
32. REMARKS												

INTRODUCTION

The incumbent performs clerical, typing, and office automation duties for field offices in Kansas. The position serves a multi-county area in Kansas.

DUTIES

Uses word processing software to provide a variety of standardized documents; i.e., letters, memos, reports, and forms.

Uses basic office automation functions to store and retrieve electronic documents or files, activate a printer, insert and delete text, print standardized paragraphs from a glossary, and produce letters and memos.

Enters data into a predefined spreadsheet or database, retrieves data from specified electronic records, and transmits and receives electronic mail after receiving appropriate training and access approval.

Assists with the preparation of contract packages, which includes such duties as assembling, typing, and mailing information.

Performs the following contract administration tasks overseen by the district conservationist (DC):

- Files contract-related documentation.
- Reviews all applicable costs for labor, material, equipment used, sales tax, and value of previously used material to determine total eligible cost of the practice to determine accuracy of previously calculated practice and cost-share amounts.
- Obtains documentation that work was performed during the approved contract period.
- Notifies participants of needed signatures.
- Verifies the participant's signature is signed the same as it appears on the printed contract. For example: The name on the contract is James T. Williams, so the signature must be James T. Williams, not James Williams.
- Verifies the participant is in compliance with Highly Erodible Land Conservation and Wetland Conservation (HELC/WC) requirements using the web service. (Training and appropriate access will be provided.)
- Reviews payee amounts and payee information for accuracy.
- Follows up with participants to obtain the required documentation.
- Answers questions and provides information on contract payment documents to the producer and the Natural Resources Conservation Service Financial Management Staff.

Assists with the maintenance of the office filing system in relation to Farm Bill files, correspondence, informational materials, and other Farm Bill-related records. Performs other duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

CONDITION OF EMPLOYMENT

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

EVALUATION FACTORS

1. Knowledge Required by the Position, Level 1-4, 550 points

Knowledge of the capabilities, operating characteristics, and advanced functions of a variety of types of computer software; e.g., word processing, spreadsheet, database, and/or desktop publishing and the similarities, differences, and integration of the different types in order to select the most appropriate software type for a specific office need, develop new methods of automated office support, resolve problems, and complete various assignments using various office automation technologies.

Knowledge of Farm Bill contract case file contents and related computer planning and contracting software in order to assist field office staff in the administration of Farm Bill contracts. Working knowledge required of Customer Service Toolkit, ProTracts, and ACOSTS software in order to directly enter data, process modifications and payments for approval by staff of higher grade, and to carry out Farm Bill-related tasks as assigned.

Knowledge of the functions and procedures of the office in order to perform such duties as providing general, non-technical information to visitors and telephone callers.

Knowledge of agency correspondence procedures, style, format, grammar, punctuation, spelling, sentence structure, general English usage, and vocabulary for preparing correspondence and other technical material.

Knowledge of filing procedures in order to search, locate, file, or dispose of material.

Skill in operating a computer. A fully qualified typist is required.

2. Supervisory Controls, Level 2-2, 125 points

The incumbent is under the supervision of the Assistant State Conservationist for Field Operations (ASTC-FO). Day-to-day direction and task assignments are provided by the DC in the respective county in which the incumbent is assigned for that day. Direction on location rotation schedules is provided by the ASTC-FO. Routine assignments are carried out independently. Special instructions are provided on new or unusual assignments, priorities, and deadlines. Completed work is spot-checked.

3. Guidelines, Level 3-2, 125 points

Guidelines include the General Manual, and various bulletins, handbooks and computer manuals. The incumbent uses judgment to locate, select and apply the most appropriate guidelines. Situations not adequately covered by guidelines or which require significant deviation from established methods are referred to the supervisor.

4. Complexity, Level 4-2, 75 points

The work usually involves related clerical tasks that precede or follow the typing of material, such as searching files for related information and checking figures and other data. The incumbent must recognize the propriety of correspondence formats, routing requirements, and special requirements of the supervisor. The incumbent is responsible for correct spelling, punctuation, sentence structure, etc.

A major portion of the incumbent's time is spent on providing clerical support and assistance at the field office level for Environmental Quality Incentives Program (EQIP), Conservation Security Program (CSP), and other Farm Bill programs. Work also involves preparing documents using a variety of software applications, especially word processing. An understanding of office automation procedures and the different types of software is necessary in order to choose the appropriate application and regularly use two or more types of software to complete a variety of assignments. Such choices regard the specific software package to use, format for different types of documents or sections within the same document, or the best printer type.

The incumbent is expected to answer questions and provide information on contract payment documents to the producer and the NRCS Financial Management Staff as well as recognize discrepancies and correct or question originators in such matters as improper formatting, missing information, or discrepancies between materials and processing instructions.

5. Scope and Effect, Level 5-1, 25 points

The purpose of the position is to provide contract administration clerical support for various NRCS programs and to perform typing, office automation, or clerical services where the incumbent performs the usual tasks to produce material in final form. The services performed facilitate the work of the originators of the material.

6. Personal Contacts, Level 2A, 45 points

7. Purpose of Contacts

Personal contacts are with employees in the same agency but not confined to the immediate office. They include contacts with field offices and the state office. There are also contacts with local people involved with field office activities, such as members of various boards and councils and the general public who walk in or telephone the office requesting information. Contacts also include other federal, state, and local unit of government along with farmers, ranchers, and homeowners.

Contacts are for such purposes as receiving work assignments and delivering completed material, getting instructions, giving or receiving information, reporting on progress or problems, correcting typed material, and clarifying terminology.

8. Physical Demands, Level 8-1, 5 points

The work is primarily sedentary but may require lifting or carrying of binders, files, reports, etc.

9. Work Environment, Level 9-1, 5 points

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

This position is determined to be nonexempt from the provisions of FLSA.