

Office Assistant (OA) GS-0303-05

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET		
<input type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE Office Assistant (OA)					5. PAY PLAN GS	6. SERIES 0303	7. GRADE 05
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Office Assistant (OA)							
11. PP GS	12. SERIES 0303	13. FUNC	14. GRADE 05	15. DATE MONTH DAY YEAR		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
					17. CLASSIFIER 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			6. Personal Contacts				
2. Supervisory Controls			7. Purpose of Contacts				
3. Guidelines			8. Physical Demands				
4. Complexity			9. Work Environment				
5. Scope and Effect			27. TOTAL POINTS ▶				27. 0
28. GRADE ▶						28.	
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 Larry D. Mann, Human Resources Manager							
32. REMARKS					33. OPM CERTIFICATION NUMBER		

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

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

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0303	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFF. TITLE (38) Office Assistant (OA)					
6. 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	X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YFAR 08/01/11	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		12. INACT / ACT (1) I = Inactive A = Active		13. DT. ABOL. (6) MO DAY YFAR		14. DT. INACT / REACT (6) MO DAY YFAR		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) E = Exempt N = Nonexempt		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 0 = Excepted but not A, B, C 1N		5. COMP. LEV. (4) 0303		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) A		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 (9) State (2) City (4) County (3)		14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR 08/01/11			
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGE G 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 (8)
30. CLASSIFIER'S SIGNATURE						31. DATE						
32. REMARKS												

INTRODUCTION

The incumbent of this position is responsible for providing administrative and technical support to the office assistant and area staff essential to the support of area and field office (FO) operations.

DUTIES

1. Answers telephone calls and greets visitors. Personally responds to routine requests based on knowledge of Natural Resources Conservation Service (NRCS) programs and operations. Refers technical questions and requests to appropriate staff member.
2. Orders supplies for area and FOs following procurement policy. This includes determining supplies needed, obtaining proper approvals for non-routine purchases, preparing necessary paperwork, receiving and distributing supplies and special order items upon receipt, and reconciling purchase card using Access online. Contacts appropriate vendors to arrange for office equipment repairs.
3. Uses a wide variety of office automation computer software (Word, Excel, Access, PowerPoint, Desktop Publishing, Outlook, and Communicator) to maintain calendars, develop and maintain databases, communicate by email, prepare correspondence, memos, letters, technical reports, presentations, and other documents from notes, rough drafts, and verbal instructions. Ensures accuracy with regard to format, spelling, grammar, and punctuation.
4. Provides computer assistance such as, but not limited to, assisting both new employees and partner employees with the eAuthentication process. This includes collecting all forms required for background investigations and subsequent LincPass acquisition and forwarding them to human resources. Secures meeting rooms and sets up LiveMeetings and teleconferences as requested.
5. Provides training to employees such as orientation on the use of the Outlook calendar and task features. Maintains the area SharePoint site.
6. Provides assistance to the resources staff on program termination/cancellation letters, ensures collections are recovered in 30 days, tracks waiver requests, scans and uploads documentation into eContracts. Assists in the ranking of applications by checking off vendor information, correcting narratives, and checking rules in ProTracts. Tracks agreed-to items from quality assurance reviews (QARs), trip reports, payment spot checks, vegetative/management spot checks, and engineering spot checks.

7. Assists with the physical inventory of equipment. Processes forms to dispose of obsolete equipment, including reporting vehicle and non-vehicle accidents and following up with receipts to close out reports.
8. Develops PowerPoint presentations and makes presentations at various area district conservationist (DC) and/or conservation district (CD) managers' meetings. Subject matter includes topics such as electronic and hard copy filing, timekeeping, and software training.
9. Arranges travel for area and field office employees using government-contracted vendor. This involves preparing travel authorizations to include transportation and lodging, and providing itineraries to travelers. Upon completion of travel, prepares and submits travel vouchers.
10. As backup timekeeper, reviews and verifies area and field office staff time and attendance reports (T&As) for certification. Provides temporary timesheets for input at the area level until new employees receive computer access.
11. Sends, receives, and responds to electronic mail and fax documents. Receives, sorts, and routes incoming mail and correspondence to staff. Distributes mail based on the subject matter of incoming documents and materials. Prepares outgoing mail which includes packaging, weighing, and applying correct postage. Tracks certified mail electronically. Maintains postal meter.
12. Initiates and prepares administrative forms as instructed, including but not limited to requests for personnel actions, When Actually Employed (WAE) appointments, claims for reimbursement, meeting/training requests, and procurement requests.
13. Maintains official handbooks and manuals pertaining to the area.
14. Establishes and maintains a variety of office records and files in both hard copy and electronic format. Updates and purges files on a regular basis. This includes correspondence, bulletins, manuals, handbooks, forms, and reports. Provides training on file maintenance to district managers and NRCS employees.
15. Maintains office bulletin boards, ensuring mandatory materials and those of interest and importance to employees are current and posted.
16. Serves as backup for office assistant during periods of absence.
17. Performs other duties as assigned.
18. 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.

19. Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, and extreme temperatures.
20. 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.
21. To perform the above duties, the incumbent must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark. A valid state driver's license is required.

NATURE OF ASSIGNMENTS

Work consists of performing a full range of standard and nonstandard clerical assignments and resolving a variety of nonrecurring problems. Determines what steps and procedures are necessary and the order of their performance. The work requires extensive knowledge of the organization's procedures and operations. The incumbent is required to administratively examine and/or process a variety of miscellaneous documents including travel authorizations, travel vouchers, T&A reports, and technical reports. Work also requires follow-up on due dates and agreed-to items with appropriate team members, maintaining and tracking information through automated tracking systems, and developing spreadsheets and PowerPoint presentations to support the area staff.

Work requires the extensive knowledge of NRCS rules, procedures, and business practices to perform complex clerical and technical administrative procedures.

Work also requires an extensive knowledge of computer software and office automation systems, such as word processing, electronic mail, calendar, spreadsheet, database management, desktop publishing, and SharePoint. This may require integrating different types of software packages. A qualified typist is required.

LEVEL OF RESPONSIBILITY

This position is under the direct supervision of the area office assistant. Assignments are made by the immediate supervisor, the assistant state conservationist for field operations (ASTC-FO), and program managers defining objectives, priorities, and deadlines. Guidance is provided on assignments which do not have clear precedents.

The incumbent works independently in accordance with accepted practices. Completed work is evaluated for technical soundness, appropriateness, and effectiveness in meeting regulations, policy, and goals.

Extensive guides in the form of instructions, manuals, regulations, and precedents apply to the work. Employee uses judgment in selecting the appropriate guideline for application and adaptation to the work situation. Often the employee must determine which of several alternative guidelines to use.

Contacts are with a variety of persons within and outside the agency such as vendors, NRCS employees, other federal agencies, universities, CDs, and experiment stations.

The purpose of the contacts is to provide or receive information, identify and resolve problems, and coordinate work efforts.

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