

## Office Assistant (OA) GS-0303-07

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET						
<input type="checkbox"/> 1. NEW	<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/> 3. REPLACES PD NUMBER									
<b>RECOMMENDED</b>											
4. TITLE Office Assistant (OA)					5. PAY PLAN GS	6. SERIES 0303	7. GRADE 07				
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)						
<b>OFFICIAL</b>											
10. TITLE Office Assistant (OA)											
11. PP GS	12. SERIES 0303	13. FUNC	14. GRADE 07	15. DATE MONTH   DAY   YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Kayla D. Ascher			
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>											
1st Natural Resources Conservation Service				5th							
2nd KS State Conservationists Off				6th							
3rd				7th							
4th				8th							
<b>SUPERVISOR'S CERTIFICATION</b>											
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							
<b>FACTOR EVALUATION SYSTEM</b>											
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.	
<b>CLASSIFICATION CERTIFICATION</b>											
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*

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D/DIR	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6)	5. GRADE (2) 07	6. IP NO. (8)

<b>B. MASTER RECORD</b>									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0303	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0178	5. OFF. TITLE (38) Office Assistant (OA)					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 4	3. OCC. FUNC. CD. (2) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X		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) 1 = 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)									

<b>C. INDIVIDUAL POSITION</b>									
1. FLSA CD. (1) N		2. FIN. DIS. REQ. (1) 0Y		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 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	
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		19. DT. REQ. REC. (6) MO   DAY   YEAR	
20. NTE. DT. (6) MO   DAY   YEAR		21. POS. ST. BUD (1) Y		22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) 37					
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	
30. CLASSIFIER'S SIGNATURE						31. DATE			
32. REMARKS									

## **A. INTRODUCTION**

The incumbent of this position is responsible for providing administrative and technical support to the assistant state conservationist for field operations (ASTC-FO) and the area staff and coordinating a wide variety of administrative, technical, and program duties essential to support area and field office (FO) operations.

## **B. MAJOR DUTIES**

Provides a broad scope of administrative and program management support for the area staff including the following:

- Assists the ASTC-FO and other area office (AO) staff with administrative, program, and technical duties to support area and field operations and ensure an efficient and productive workflow throughout the area.
- Serves as the program expert and direct contact among field, area, and state staffs in administrative areas such as timekeeping, travel, agreements, purchasing/procurement, human resources, files management, correspondence preparation and control, and office automation systems.
- Directly supervises a subordinate office assistant in the AO. Assigns and reviews work, appraises performance, approves leave, determines training needs, and provides on-the-job training and/or initiates training requests.
- Provides direct assistance and guidance to area employees on a daily basis and presents in a group setting at area meetings to resolve questions and concerns, clarify new policy and updates to current policy, and ensures area objectives and deadlines are met.
- Participates in management and administrative reviews of field offices and prepares the report with a summary of agreed-to, recommended, and commendable items. Participates in civil rights reviews in all offices of assigned area and prepares necessary reports. Monitors progress on all agreed-to items as outlined in the report summary.
- Assists in preparing the annual AO business plan and makes recommendations on goals and objectives to include in plan. Prepares the AO annual activity schedule and keeps state office (SO) SharePoint site updated with area activities.
- Serves as the area training coordinator which includes preparing the yearly training plan, tracking training in a database, and submitting necessary reports to the SO.

- Provides management and administrative support and assistance to the ASTC-FO and the area staff by preparing technical documents, forms, correspondence, and reports. Reviews technical documents and correspondence checking for errors in composition and policy. Uses computer generated tables, spreadsheets, and graphics to maintain and track lists of operations in the office including but not limited to training, travel, vehicles, office equipment, When Actually Employed (WAE) limitations, other personal property, and keepsake awards.
- Purchases supplies and services as needed using a government issued purchase card. Reconciles purchases made with the purchase card and approves those purchases made by the other office assistant.
- Verifies timesheets in the Web-based Total Cost Accounting System (WebTCAS) ensuring that all required documentation regarding overtime, compensatory time, compensatory time for travel, and other leave is accounted for and employees have correctly entered time charges.
- Reviews state and national bulletins for action items and provides additional guidance to the FO when needed. Identifies items that require action by the ASTC-FO and AO staff and notifies appropriate staff member of deadline.
- Manages the area's vehicle fleet, including recommending changes such as replacing or reassigning vehicles between field offices. Works with the field and state office in securing office space within the area. Periodically reviews leased space to assure conformance with current leases. Maintains property control records and performs the biannual property inventory. Initiates action to dispose of excess or unserviceable property.
- Maintains tracking logs, administrative suspense items, and transaction records for area and prepares necessary reports. Based on delegated authority from supervisor, approves purchasing expenditures.
- Actively participates in outreach and recruiting activities for volunteers, career, and intermittent employees. Provides guidance and training to new employees, including district and county employees as requested. Provides administrative training to district and county employees.

Submits reports to human resources, financial management, management services, and other departments in the SO as requested. Prepares requests for personnel actions including new hires, changes in work schedules and promotions. Assists new employees assigned to the area in completing forms and paperwork.

- Tracks agreed-to items for administrative and technical activities in the area (i.e., quality assurance reviews [QAR], trip reports, contract payment, vegetative/management, and engineering spot checks) and sends reminders when due. Follows up on contract status reviews and submits reports to SO.
- 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.
- 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, and extreme temperatures.
- Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of Natural Resources Conservation Service (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.

### **NATURE OF ASSIGNMENT**

Work consists of performing specialized administrative duties essential to the smooth operation of the office and managing a heavy workload to meet numerous administrative and technical deadlines. The work performed affects the accuracy and reliability of further processes and contributes directly to the overall image and effectiveness of the area.

Work assignments include but are not limited to preparing the area business plan, assisting with management and administrative reviews, serving as the area training coordinator, purchasing supplies, processing, tracking, and reconciling purchase

documents, completing requests for personnel actions, participating in recruiting activities, conducting training, maintaining the office filing system, collecting program information from technical specialists, entering and retrieving information from a variety of systems, and assisting FO employees.

Work requires general knowledge of the mission and functions of NRCS, primarily of area and field operations. The employee must understand how the area office's various administrative services relate to one another and how they relate to the office's mission. The work requires a broad understanding and detailed procedural knowledge of budget, purchasing, personnel, and information processing functions of the FO.

### **LEVEL OF RESPONSIBILITY**

This position is under the direct supervision of the ASTC-FO, and serves as the central point of contact for administrative questions and/or problems and requires an in-depth knowledge of policy requirements, regulations, and procedures. The employee coordinates, and when necessary, delegates administrative workload with subordinate staff.

The supervisor makes assignments by defining objectives, priorities, and deadlines. The employee plans, organizes, and completes work independently and follows up on deadlines and commitments made by the supervisor and other area staff employees. The employee coordinates work with AO staff, interprets policy on own initiative, and draws upon experience in resolving the more difficult situations that arise. Technical guidance is sought only when unusual work situations arise or when available guidelines are lacking. Employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed for appropriateness and conformance to policy.

Guidelines used include but are not limited to the General Manual, Fair Labor Standard Act (FLSA) rules and regulations, Office of Personnel Management (OPM) Regulations, NRCS travel regulations, WebTCAS Guides, Conservation Programs Manual, Field Office Technical Guide (FOTG), and correspondence and computer manuals. Some guidelines may not be completely applicable to the work or have gaps in specificity. The employee uses judgment in selecting appropriate guidelines for application to specific cases and adapts procedures to accommodate unusual or one-of-a-kind situations (i.e., interpreting FLSA regulations to determine an employee's entitlement to overtime and/or compensatory time).

Primary contacts are with area and FO employees, SO staffs, and other agencies such as the Division of Conservation, Kansas Department of Agriculture; extension service; and the general public.

The primary purpose of the contacts is to coordinate work efforts, provide information, make recommendations, and resolve problems.

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