

POSITION DESCRIPTION SUMMARY

PD Tracking 5633
Series, Title and Grade 0341 Administrative Assistant GS-07
Department Veterans Affairs

Introduction Statement

The purpose of the position is to perform administrative functions that include budget and finance, office support services, document control, logistics, and a variety of related administrative matters. This is a developmental position, leading to the target grade of GS-11. Incumbent performs developmental assignments intended to broaden skills and provide practical experience leading to progressively more complex assignments performed under progressively less supervision.

Major Duties

Advises supervisors and employees on the interpretation and application of straightforward human resources policies, practices, and procedures including staffing, classification, employee relations, benefits, and related areas. Ensures that performance ratings are submitted in a timely manner in accordance with regulatory guidelines. 20%

Performs budget execution functions to ensure that expenditures are consistent with budget formulation plans as the fiscal year progresses. Participates in the administrative planning and oversight for a variety of special and continuing programs such as the Savings Bonds and Combined Federal Campaigns, the Freedom of Information Act, and the Privacy Act. 20%

Helps ensure that the overall supply needs and services for the medical facility are met in a timely manner. 20%

Reviews the distribution and dissemination of incoming mail, internal controls, records management, publication and forms management, and timesheets. Performs administrative support services to help ensure that inquiries and correspondence are addressed appropriately. Helps ensure that the overall supply needs and services for the medical facility are met in a timely manner. 20%

Proposes limited improvements to administrative directives and policies. Discusses pertinent issues with operating personnel to determine the impact on new or revised guidance on current operations. Analyzes management plans to determine the impact on administrative processes. Conducts limited studies and evaluations to improve administrative processes. 20%

Factor Levels

Factor 1 Knowledge Required by the Position Factor Level 1-6 950 pts.
Knowledge of a full range of functional areas such as human resources, purchasing, supply and property management, records management, financial management and budget, and related administrative areas in order to ensure compliance with established policies, practices, procedures and controls; and to prepare recurring administrative status reports.

Factor 2 Supervisory Controls Factor Level 2-2 125 pts.
The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments; and furnishes additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The administrative assistant uses initiative in carrying out recurring administrative assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3 Guidelines Factor Level 3-2 125 pts.
Guidelines consist of a variety of administrative regulations, policies and procedures. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Factor 4 Complexity Factor Level 4-3 150 pts.
Assignments include various duties requiring processes and methods applied to limited medical facility activities. Decisions regarding what needs to be done and how administrative processes should be completed are based on the incumbent's knowledge of organizational goals, policies, priorities, structure, and commitments of the staff. Assignments involve personal observances to gather information; identify and analyze procedures, problems, and issues; and determine effective procedures to improve the efficiency, effectiveness, and timeliness of factual or procedural administrative processes through the planning and conduct of small studies or analyses.

Factor 5 Scope and Effect Factor Level 5-2 75 pts.
The work involves the execution of specific administrative rules, regulations, and procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further administrative processes or services within the medical facility.

Factor 6/7 Personal Contacts/Purpose of Contacts Factor Level 2b 75 pts.
Contacts are with management officials and employees throughout the medical facility.

The purpose of the contacts is to plan, coordinate, and advise on work efforts or resolve operating problems.

Factor 8 Physical Demands Factor Level 8-1 5 pts.
The work is sedentary. It occasionally requires carrying of light objects such as files, books and papers; some walking, standing and bending. No special physical qualifications are required.

Factor 9 Work Environment Factor Level 9-1 5 pts.
The work is typically performed in an office setting.

Factor Points 1510

Position Classification Standard Used

Administrative Officer Series, 341, TS-63 August 1966; revised TS-72 February 1968