

PERSONNEL OFFICE COPY

POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No. 809		
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> New <input type="checkbox"/> Dept'l <input type="checkbox"/> Field		4. Employing Office Location BVA MC		5. Duty Station OPC - Court St.		6. CSC Certification No.	
Secretary (Stenography) GS-3187 # 809				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify)		11. Position is <input type="checkbox"/> Suprvsry <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive	
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	
a. Civil Service Commission									
c. Bureau									
d. Field Office		Secretary (Stenog.)			GS	318	8	8 Sep 1 26-89	
e. Recommended by Supervisor or Initiating Office		Secretary to the Director			GS	318	8		
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacancy, specify)				
18. Department, Agency, or Establishment Veterans Administration					c. Third Subdivision				
a. First Subdivision Outpatient Clinic					d. Fourth Subdivision				
b. Second Subdivision Office of Director					e. Fifth Subdivision				
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position					Signature of Employee (optional)				
I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, 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 statutes or their implementing regulations.				
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature: A. Jenkins Jr Date: 12-19-88					Signature: _____ Date: _____				
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.					22. Standards Used in Classifying/Grading Position GS-318-				
Typed Name and Title of Official Taking Action G.A. PRIZIO Chief, Classification & Wage					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.				
Signature: G.A. Prizio Date: 1-26-89									
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
b. Supervisor									
c. Classifier									

SECRETARY TO THE MEDICAL CENTER DIRECTOR/OUTPATIENT CLINIC

DUTIES

The incumbent assists the Director of the Veterans Administration Medical Center/OPC in the performance of his/her duties.

Receives telephone calls and visitors for the Director; determines which calls can be answered and which should be directed elsewhere. Obtains needed background information before referring calls to the Director. Looks into complaints made by patients, patients' relatives, veteran service organizations, and employees.

Personally handles Congressional telephone inquiries, researching information and returns calls with requested information to Congressional Aides.

Maintains the appointment schedule for the Director, making final commitments, referring matters to staff members when appropriate, and advising the Director of appointments and other commitments which might have a bearing on future decisions.

Advises the Director of important matters arising during the Director's absence.

Arranges meetings, including space, time, and staff and informs participants of topics to be discussed.

Receives and reviews all incoming mail, establishing controls on action documents. Routes mail to appropriate staff member, retaining items of special importance for the personal attention of the Director. Is responsible for routing all VA Circulars to responsible service officials. Reads incoming publications and regulations.

Prepares Reports of Contact regarding complaints to Director and assigns "Action" to service officials for response to complaint and final report to Director.

Reviews all correspondence prepared for the Director's signature for proper grammar, construction, format, enclosures, continuity of text, and general compliance with the Director's viewpoint. Advises writer of inadequacies.

In the absence of the Director, offers to assist Central Office officials in obtaining requested information and returns call with needed answers.

Independently prepares Medical Center Bulletins when appropriate. Recommends revision or establishment of policies.

Takes and transcribes dictation from the Director in final form. Takes minutes of EEO meetings which Director conducts with employees who have filed EEO complaints.

Performs administrative duties pertaining to the Security Program. As classified

Information Control Officer, maintains controls for the receipt, accounting, safeguarding and dissemination of classified materials and special investigations.

Incumbent acts as Office Manager; ensures that procedures and practices used by secretaries in subordinate offices are consistent with Director's Office. Devises office procedures to be used by other secretaries and provides formal secretarial training on correspondence, telephone procedures, reports, publications, public relations, etc.

In her/his capacity as Office Manager, ensures proper secretarial coverage in Director's Office. Is responsible for cross-training of secretary to Chief of Staff.

The Boston VA Medical Center/Out Patient Clinic is a large free-standing outpatient Clinic with an extensive research program. It enjoys an active affiliation with Tufts University School of Medicine, Boston University School of Medicine, and Harvard Dental School.

FACTOR 1: Knowledge Required

Has optimum knowledge of the substantive programs of the Medical Center and of the goals, priorities, policies and commitments of the Director to perform tasks such as responding to inquiries based on personal knowledge, assembling information to be used for reports or in response to inquiries, composing correspondence and following up on commitments.

Incumbents must have technical knowledge of VA Central Office organization, Medical District and Medical Center organizations, which enables her/him to function independently.

Skill in advising and instructing subordinate offices concerning the required reporting and general clerical and administrative functions of the Medical Center.

Skill in taking and transcribing dictation. A qualified stenographer is required

Skill in operating a typewriter, word processor and computer input terminal.

Knowledge of grammar, spelling, punctuation and required formats.

Knowledge of the work situation within the Medical Center.

FACTOR 2: Supervisory Controls

The incumbent's direct supervisor is the Medical Center Director; however, he/she is expected to work independently with minimal supervision.

The Director sets the overall objectives. The incumbent and the Director, in consultation, develop the deadlines and decide the work to be done. The incumbent plans and carries out the work or coordinates the work with others.

FACTOR 3: Guidelines

In addition to guidelines such as dictionaries, style manuals, and agency regulations, guidelines for this position include policies and instructions established by the Director. Incumbent interprets and adapts these guidelines to specific situations.

BMK 8-2 LEVEL 2-4 450 pts -

BMK 8-2 LEVEL 3-3 275 pts -

FACTOR 4: Complexity

BMK 8-2 LEVEL 4-3 50 pts

The work includes various duties involving different and unrelated processes and methods.

Decisions regarding priorities are based on secretary's knowledge of the policies and goals of the Director and VA Central Office priorities.

Incumbent is directly involved in Boards of Investigation established by the Director, procedures for reporting results to VA Central Office, and securing evidence obtained in the Office of the Director.

Incumbent must identify and understand the interrelationships between the various procedures and controls, between the various operations of the Medical Center, and between the operations of the office.

FACTOR 5: Scope and Effect

BMK 8-2 LEVEL 5-2 75 pts

The incumbent ensures that the clerical and administrative portions of the Director's work are accomplished effectively, allowing the Director to concentrate on professional and managerial duties. The effectiveness of the Services is affected by the degree to which the Director's Office runs smoothly.

FACTOR 6: Personal Contact

BMK 8-2 LEVEL 6-3 60 pts

Phone calls and visits to the Director include those by Federal, State, Congressional Offices, regional or local officials, members of the press; attorneys; patients, patient's relatives, veterans and service organizations who deal with the office on a wide variety of matters.

FACTOR 7: Purpose of Contact

BMK 8-2 LEVEL 7-2 50 pts

The incumbent coordinates the work of others in order to help accomplish the mission of the medical center.

Incumbent must deal directly with patients, patients' families, and employees on behalf of the Director.

FACTOR 8: Physical Demand

BMK 8-2 LEVEL 8-1 5 pts

The incumbent's work required walking, standing, sitting, bending, and carrying light items such as books and papers.

FACTOR 9: Work Environment

BMK 9-2 LEVEL 9-1 5 pts

The work includes the everyday risks and discomforts typical of offices and meeting rooms.