



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Panama	2. AGENCY USDA-ARS-SRU	3a. POSITION NO. ARS-06
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Annual Update

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Secretary, 120	FSN-5; FP-9	DJS	10/02/07
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Secretary	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION United States Department of Agriculture	a. First Subdivision Agricultural Research Service
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b. Second Subdivision Screwworm Research Unit	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION Serve as Secretary for the Screwworm Research Unit. The position supports the supervisor and the staff by relieving them of various administrative and clerical duties and allowing them to focus on the organization's primary research mission. The work is essential to smooth operation of the organization. Workload has to be properly managed in order to meet deadlines. The work performed by the secretary affects the accuracy and reliability of further processes and contributes directly to the overall image and effectiveness of the office.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from the supervisor. (see continuation, last page)	10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: High School graduate is required.
- b. Prior Work Experience: One (1) year experience as secretary, clerk or in the administrative field is required.
- c. Post Entry Training: N/A
- d. Language Proficiency: Level III (good working knowledge) speaking/reading English is required. Level III (good working knowledge) speaking/reading Spanish is required.
- e. Job Knowledge: Knowledge of the basic mission, program(s), policies and clerical procedures of the office to perform duties such as distribute and control mail, refer phone calls and visitors, and provide general, non-technical information is required. Knowledge of English and Spanish grammar, spelling, punctuation and required formats to type, proofread, and correct errors in documents consistent with requirements for style and content is required. Knowledge of Microsoft Office to include word, excel, outlook and power point is required. Knowledge of the procedures used to requisition office supplies and equipment maintenance is required. Knowledge of office filing system and procedures used to determine whether to maintain or dispose of materials is required
- f. Skills and Abilities: Skill in operating a personal computer (PC), including related equipment such as a printer and/or modem, as well as an electric typewriter is required. Skill at general office interpersonal communications and interactions is required. Must be able to navigate in the Internet.

16. POSITION ELEMENTS

- a. Supervision Received: The incumbent reports directly to the ARS Research Unit Leader.
- b. Supervision Exercised: N/A
- c. Available Guidelines: Established procedures and specific guidelines are available for reference purposes. Guidelines include dictionaries, style manuals, manufacturer's manuals and tutorials for PC hardware and software, agency directives and instructions, sample work products and precedents, and the operating policies of the supervisor.
- d. Exercise of Judgment: The secretary uses judgment in selecting the appropriate guidelines and references for application to specific cases, referring significant deviations or unusual situations to the supervisor.
- e. Authority to Make Commitments: The clerical duties performed include the full range of procedural duties in support of the office. Decisions of what needs to be done generally involve choices among established alternatives. Actions to be taken and responses to be made primarily concern differences in factual situations and awareness of functional specialties of the staff members.
- f. Nature, Level and Purpose of Contacts: Principal contacts are with coworkers, office callers and visitors, administrative support services personnel (procurement, personnel, property, travel, budget, etc.), and outside vendors. Other contacts may include the general public, university personnel, and representatives of industry. Contacts are for the purpose of exchanging information between staff, supervisor, and outside sources. Contacts are also required to plan and coordinate work efforts and resolve operating problems or concerns in the accomplishment of the secretary's work.
- g. Time Expected to Reach Full Performance Level: 3-6 months

Continuation.....

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Receives telephone calls, greets visitors, and directs to appropriate staff members for attention or action. Personally takes care of matters related to routine or procedural issues of the office.	20%
Receives all incoming correspondence, screens material prior to distribution for due dates, establishes controls, and follows up on actions for supervisor. Reviews outgoing correspondence for procedural and grammatical accuracy. Corrects or returns documents that contain errors or do not conform to office policies.	20%
Uses office automation software packages and equipment to type, edit, and format letters, memoranda, reports, manuscripts, research documents, charts, graphs, and/or forms. Types documents from rough draft into final form, ensuring accuracy with regard to format, spelling, grammar, punctuation, and distribution of copies.	20%
Establishes and maintains the office filing system(s) to meet program needs for information storage and retrieval. Files may include administrative material and regulations, correspondence, reports, forms, and/or documentation pertaining to activities of the office.	15%
Determines supplies needed for the office, prepares the necessary paperwork, and receives and distributes supplies and special order items. Arranges for office equipment repairs by contacting appropriate vendor or responsible party and preparing related paperwork.	10%
Makes travel arrangements for staff based on instructions provided for scheduling transportation, making room reservations, preparing travel authorizations and itineraries, and preparing travel vouchers. Prepares and transmits Time and Attendance records and reports for office staff.	5%