

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

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a. Serves as the Executive Secretary to the Commanding Officer (CO) and Executive Officer (XO). Exercises control over the Commanding Officer's appointment schedule ensuring that appointments don't conflict with prior commitments, briefs the CO of appointments and when required, prepares updated reference material for use during appointments. Arranges for conferences, including location, time, and personnel. When required, attends conferences and meetings to take minutes. Organizes and maintains the CO's reading reference files consisting of official and professional correspondence.

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b. Coordinates correspondence and reports within the Command. Provides guidance on rules and regulations governing correspondence. Reviews all correspondence requiring the CO's recommendation, concurrence, approval or signature. Makes modifications according to subject matter and when necessary, rewrites and edits correspondence, instructions, policies, command briefs, organization charts, notices, Officer Fitness Reports and Enlisted Evaluations.

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c. Manages the Officer/Enlisted Evaluation Program for the Command, collects and verifies data, organizes in proper format, editorialize and makes grammatical corrections. Ensures that all reports and evaluations are prepared in accordance with governing guidance and submitted within established deadlines to BUPERS. Maintains reporting senior files.

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d. Coordinates travel arrangements, both foreign and domestic for the CO and XO. Prepares itinerary, makes hotel accommodations and rental car/flight reservations, ensures travel requirements such as passports, visas and country clearances are completed within established deadlines. Upon completion of CO's/XO's travel, prepares and submits liquidation documents for reconciliation of funds.

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e. Assists office personnel in interpreting administrative instructions and procedures. Maintains in depth knowledge of all procedures, guidance and policy concerning the proper preparation, coordination, and transmission of all outgoing correspondence. Manages and controls all serialized correspondence to include record disposition in accordance with governing guidance.

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f. Upon Change of Command, responsible for ordering of invitations in proper format with enclosures, preparation and timely mailing of invitations, RSVP status and proper distinguished visitor list/seating, keeping the CO, XO, and Director for Administration informed at all times.

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g. Utilizes protocol procedures to receive staff and visitors to the Command Suite. Coordinates the visits of high ranking government officials, military officers, distinguished scientists and representatives of foreign governments.

h. Performs other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Successful completion of at least two years of full-time post secondary study (or the equivalent hours spread across a part-time study period) at college or university required. For example, two years secretarial college, vocational college, commercial college, junior college or other equivalent post secondary education is required.
- b. Prior Work Experience:
Minimum 3 years of experience in secretarial duties or managing office administrative functions is required.
- c. Post Entry Training:
None
- d. Language Proficiency:
(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read) Level IV (Fluent) in spoken/reading/written English is required.
- e. Job Knowledge:
Extensive working knowledge of U.S. Navy structures, practices and procedures, particularly in the office management field (e.g. forms, formats, administrative regulations, security procedures, etc.) Familiarity with the Mission's organizational structure and good working knowledge of international diplomatic processes, U. S. Government interagency within Department of State and U. S. Embassies.
- f. Skills and Abilities:
Ability to compose, type and prepare a variety of correspondence in accordance with procedures. Ability to maintain office files and records. Must be able to type 40 wpm. Competence in MS Office and Adobe Acrobat software programs. Must be able to communicate effectively, both orally and writing.

16. POSITION ELEMENTS

- a. Supervision Received:
Receives direction from the Commanding Officer, Executive Officer and Director for Administration.
- b. Supervision Exercised:
None.
- c. Available Guidelines:
Various Department of Defense (DOD) and Department of State (DOS) instructions, SOPs, regulations, publications, manuals, etc.
- d. Exercise of Judgment:
Use sound and independent judgment in responding to queries for information and its disposition, handling callers, distributing correspondence, making appointments and executing other office responsibilities. Must prioritize and schedule tasks to ensure due dates are met. Interface with all levels of internal/external management while balancing workload prioritization sometimes with short deadline turnarounds.
- e. Authority to Make Commitments:
None

f. Nature, Level and Purpose of Contacts:

Daily contact with American and LE Staff of various agencies at all organizational levels, and with members of the public, to include official visitors, MINDEF personnel, local American and Singapore business representatives, universities, laboratories, NRSC Sembawang, etc.

g. Time Expected to Reach Full Performance Level:

90 days