

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
S 000089

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|--|--|--|---|--|
| <b>2. Reason for Submission</b><br><input type="checkbox"/> Redescription<br><input type="checkbox"/> Reestablishment<br>Explanation (Show any positions replaced) | <b>3. Service</b><br><input type="checkbox"/> New<br><input checked="" type="checkbox"/> Other<br><input type="checkbox"/> Dept'l<br><input checked="" type="checkbox"/> Field | <b>4. Employing Office Location</b>  | <b>5. Duty Station</b>  | <b>6. CSC Certification No.</b>  |
| SPD  |  | <b>7. Fair Labor Standards Act</b><br><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt          | <b>8. Employment/Financial Stmt Required</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                               | <b>9. Subject to IA Action</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |
|  |  | <b>10. Position Status</b><br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted (Specify) | <b>11. Position is</b><br><input type="checkbox"/> Suprvsry<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither | <b>12. Sensitivity</b><br><input type="checkbox"/> Critical<br><input type="checkbox"/> Noncritical<br><input type="checkbox"/> Nonsensitive |

| 15. Classified/Graded by                          | Official Title of Position       | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|----------------------------------|----------|-------------------|-------|----------|------|
| a. Civil Service Commission                       |                                  |          |                   |       |          |      |
| b. Department, Agency, or Establishment           |                                  |          |                   |       |          |      |
| c. Bureau   |                                  |          |                   |       |          |      |
| d. Field Office                                   | Administrative Support Assistant | GS       | 0303              | 5     |          |      |
| e. Recommended by Supervisor or Initiating Office |                                  |          |                   |       |          |      |

16. Organizational Title of Position (if different from official title) \_\_\_\_\_

17. Name of Employee (if vacancy, specify) \_\_\_\_\_

18. Department, Agency, or Establishment

Department of Interior

a. First Subdivision

U.S. Fish and Wildlife Service

b. Second Subdivision

Region

c. Third Subdivision \_\_\_\_\_

d. Fourth Subdivision \_\_\_\_\_

e. Fifth Subdivision \_\_\_\_\_

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. \_\_\_\_\_

Signature of Employee (optional) \_\_\_\_\_

20. Supervisory Certification. 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 \_\_\_\_\_ Date \_\_\_\_\_

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

USOPM Job Family PCS for Clerical and Technical Accounting and Budget work, GS-0500, dtd 12/97 & for Assistance work in Human Resources Mgt Grp, GS-0200, dtd 12/2000. \*(Cont. at bottom)

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.

Typed Name and Title of Official Taking Action \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

| 23. Position Review    | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

24. Remarks

*Beard Aug 4-28-03*

APPROVED FOR SERVICEWIDE USE

*Candyn Mach-Ottling* 9/27/02

Lead Human Resources Specialist R5 Date

\*PCS for Misc. Clerk and Asst. Series, GS-303, dtd 11/79. PCS for Procurement Clerical and Technician series, GS-1106 dtd 9/92. GLG for Clerical & Assistance Work, dtd 6/89

## **Administrative Support Assistant, GS-303-5**

**I. Introduction**      (Specific Field Station Information Inserted Here)

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The incumbent is the principal source of administrative support located in a small station with no sub offices and relatively standard operational and budget issues. Incumbent performs full range of office support duties and resolves problems associated with the administrative, clerical, and performs routine office duties using office automation technology and resolves problems associated with administrative and clerical work of the office. Typical, though not all inclusive duties include:

**II. Major Duties**

The incumbent carries out and coordinates all administrative and clerical work for this field station. Based on a good working knowledge of the office and the programs under the supervisor's control, the incumbent resolves problems associated with the administrative and clerical work of the office.

**Budget and Finance**

Participates in the budgetary process by preparing statistics on salary costs, utility charges, etc. for the Project Leader, taking into account inflation and other expected increases.

Compiles budget and fiscal data from financial management reports. Tracks all fund targets for a station that has up to two natural resource subactivity accounting codes.

Prepares obligations, reviews and processes invoices and vouchers, and enters information into an automated administrative accounting system.

Reviews and reports on obligations and expenditures in accordance with legal and regulatory controls. Reviews reports for errors.

**Procurement**

Within limits of delegated warranted authority, purchases necessary supplies and services by proper procurement methods. Incumbent has authority to purchase/approve supplies and equipment using government credit card.

## **Human Resources Support**

Initiates personnel actions through the automated personnel tracking and payroll system and prepares and processes miscellaneous personnel forms.

Prepares, maintains, and insures accuracy of time and attendance reports through the electronic time and attendance system. Coordinates with Regional Payroll Coordinator on payroll problems.

Coordinates travel schedules, arrangements, justifications, and necessary authorizations for all staff. Prepares and submits all travel vouchers.

## **General Office Assistance**

Performs administrative and clerical tasks using word processing, spreadsheet, database management, graphics (charts), and communications software. Uses personal computers for tasks requiring word processing, spreadsheets, database management, charts and telecommunications.

Provides guidance and assistance on applicable procedures, instructions and regulations to other personnel assigned to the field station.

Establishes and maintains physical and automated files, revises and disposes of files in accordance with governing regulatory procedures. Maintains ready-reference files of frequently consulted regulations, policies, directives and other material. Establishes and maintains lists and registers of persons and organizations frequently contacted.

From rough drafts, notes, or oral instructions, prepares correspondence, forms, reports and other documents, including a wide variety of technical terminology, from rough draft, notes or oral instructions. Ensures proper spelling, grammar, format and arrangement of material.

Arranges and prepares informational packets for conferences and meetings.

Performs other related duties as assigned.

## **III. Factors:**

### **1. Knowledge Required by the Position:**

Knowledge of the Service's accounting system sufficient to verify and track figures in determining availability of funds, adjusting balances to reflect obligations and expenditures, reconciling accounts, and compiling budgetary data and projections for up to two resource subactivity accounting codes.

General knowledge and understanding of governmental procurement, property management, and contracting regulations, policies, and procedures.

Knowledge of business practices, supply sources, bid solicitation and purchasing policies and procedures.

Knowledge of data entry procedures for processing obligations, payments, and redistribution in an automated administrative accounting system.

Practical knowledge and skill in using computer hardware, associated equipment, and software (e.g., word processing, electronic communications, spreadsheet, graphics, database) to provide support.

Knowledge of personnel(i.e., human resources) support functions to provide general information, fill out and assist employees with forms, process payroll records, initiate personnel actions, and enter information into automated systems.

Ability to communicate effectively, both orally and in writing and to accomplish tasks supporting financial management, property management, and human resources in the administrative operation of the office.

**2. Supervisory Controls**

The incumbent is under the general supervision of the Project Leader who establishes general priorities and deadlines for preparing special, one-time reports. The incumbent independently performs daily work, selecting work methods and procedures. Problems which are covered by established guides and instructions are resolved independently. Only problems and unfamiliar situations not covered by instructions are referred to the supervisor. Supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

**3. Guidelines:**

Guidelines include the Fish & Wildlife Service Manual, the Federal Financial Systems Handbook, Federal procurement regulations, various policy memoranda, as well as specific operating instructions and procedures for automated systems. Incumbent uses judgement to select the appropriate guidelines, references, and procedures for application to specific cases. Significant deviations from established guides are referred to supervisor.

**4. Complexity:**

The work involves a wide variety of administrative support activities, including financial tracking and monitoring, travel, computers, payroll, public contacts, and

making purchases using a government credit card. Decides what needs to be done based on office procedures and the priorities of the Project Leader. The incumbent must be familiar with the funding allocation to assure that obligations and expenditures reflect the appropriate subactivity and are within the allocated amount.

**5. Scope and Effect:**

The purpose of the work is to provide administrative support for the office. The effectiveness of the field station in fulfilling the mission of the Service is affected by the degree to which these administrative functions run smoothly.

**6. Personal Contacts:**

Contacts are with the staff at the field station, Regional Office, officials of other Federal, state, and local agencies, as well as with members of the general public, suppliers and vendors. Incumbent practices courtesy in dealings with all contacts, whether through direct dealings or indirectly through correspondence.

**7. Purpose of Contacts**

Contacts are for the purpose of providing, clarifying, and exchanging information in purchasing goods and services, making travel arrangements, scheduling and arranging meetings, providing guidance and assistance to staff and providing general information to visitors.

**8. Physical Demands:**

The work is sedentary, there is some walking, standing and bending.

**9. Work Environment:**

The work is performed in an office setting which is adequately lighted, heated, and ventilated. The incumbent is expected to work in a safe and orderly manner so as not to endanger self, coworkers, or property with which entrusted. The incumbent is required to obtain and wear an official U.S. fish and Wildlife Service uniform, as prescribed the Service Uniform Policy, Part 041 FW4 of the Fish and Wildlife Service Manual.