

EVALUATION STATEMENT
Position Classification Evaluation Statement

1. **Position Number:** S000270/S000280/S000290
2. **Incumbent:**
3. **Present Classification:** N/A
4. **Proposed Classification:** GS-303-5/6/7, Law Enforcement Support Assistant (OA)
5. **Classification Findings:** GS-303-5/6/7, Law Enforcement Support Assistant (OA)
6. **Source of Information:** Position Description
7. **References:** Miscellaneous Clerk and Assistant Series, GS-303; Office Automation Grade Evaluation Guide.
8. **Introduction and Background:** The employee provides clerical, technical, and administrative support to a SAC/ or RAC in the Services Law Enforcement Program and his/her immediate staff, as well as providing support and guidance to subordinate offices within the LE Program.
9. **Series Determination:** The GS-303 Miscellaneous Clerk and Assistant Series includes positions assigned duties to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The subject position is assigned work providing support to the RAC office. The employee performs a variety of clerical and technical support work involving clerical support, purchasing, budget, and records; selecting, advising on, and operating office equipment; and advising others in his areas of expertise. The scope of the employees work is broad, and no single set of duties or knowledge can be identified as “the” reason for establishing the position. All work that is regular and recurring represents a significant part of the job and is consistent with single-grade interval technical and clerical support work, generally within the GS-303 family. Therefore, the position is appropriate for classification in the GS-303 series.
10. **Title Determination:** There are no prescribed titles for positions classified to the GS-303 series. Therefore, Law Enforcement Support Assistant is the designated title for this position, with the parenthetical designation of “Office Automation” in recognition that the position requires skill in keyboarding and the use of various computer software applications, such as word processing.
11. **Grade Determination:** The Grade Level Guide for Clerical and Assistance Work is an evaluation tool referenced for use in evaluating positions performing clerical and assistance type work, which is not covered by more specific grade level criteria in another guide or standard. It contains specific grading criteria that describes general characteristics of each grade level from GS-1 through GS-7 in a three-part format. Use of this evaluation tool in the assessment of this position is as follows.
12. **Factors**

GS-7

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Perform, under general supervision, work of considerable difficulty and responsibility along special technical or supervisory lines in office, business, or fiscal administration requiring:

- (i) considerable specialized or supervisory training and experience;
- (ii) comprehensive working knowledge of a sepia and complex subject matter, procedures, or practice; and
- (iii) to a considerable extent the exercise of independent judgment.

Nature of Assignment

Work consists of specialized duties with continuing responsibility for projects, questions, or problems that arise within an area of a program or functional specialty as defined by management. Work assignments involve a wide variety of problems or situations common to the segment of the program or function for which the employee is responsible. Each assignment typically consists of a series of related actions or decisions prior to final completion. Decisions or recommendations are based on the development and evaluation of information that comes from various sources. The work involves identifying and studying factors or conditions and determining their interrelationships as appropriate to the defined area of work. The employee must be concerned about taking or recommending actions that are consistent with the objectives and requirements of the program or functions.

The work requires knowledge and skill to recognize the dimensions of the problems involved, collect the necessary information, establish the facts and take or recommend action based upon application or interpretation of established guidelines. The work also require practical knowledge, developed through increasingly difficult, on-the-job training or experience dealing with the operations, regulations, principles and peculiarities of the assigned program, function or activity.

Level of Responsibility

The supervisor makes assignments in terms of objectives, priorities and deadlines. The employee independently completes assignments in accordance with accepted practices, resolving most conflicts that arise. Completed work is evaluated for appropriateness and conformance to policy.

Guidelines for the work are more complex and the employee encounters a wider variety of problems and situations which require choosing alternative responses. Guides such as regulations policy statements, and precedent cases, tend to be general and descriptive of

intent but do not specifically cover all aspects of the assignments. Guidelines apply less to specific actions and more to the operational characteristics and procedural requirements of the program or function. The employee must use significant judgment and interpretation to apply the guides to specific cases and adapt or improvise procedures to accommodate unusual or one-of-a-kind situations.

Contacts maintained by the position are with staff and personnel both within and out of the office, providing, receiving and developing information in order to identify problems, coordinate work efforts and resolve operational issues. However, at this level the employee assumes greater responsibility for serving as the central point of contact to include providing authoritative explanations of requirements, regulations, and procedures while resolving operational problems or disagreements affecting assigned areas.

Conclusion: The position meets classification as a GS-0303-07, Law Enforcement Support Assistant (Office Automation). The position is FLSA nonexempt.