

POSITION DESCRIPTION (Please Read Instructions on the Back)

10636 001

2. Reason for Substitution <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) places PD #8992 Clerk Typist GS-322-3		3. Service New <input type="checkbox"/> Dept'l <input type="checkbox"/> Field <input checked="" type="checkbox"/>		4. Employing Office Location Camp Lejeune, NC		5. Duty Station		6. CSC Certification No. 3350	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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) Bus: 0010				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		13. Competitive Level Code 0000	
14. Agency Use ANT OAS									

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. <i>Field Bureau</i>	<i>Secretary (OA*)</i>	<i>HS</i>	<i>0318</i>	<i>04</i>	<i>meb</i>	<i>7-30-91</i>
d. Field Office	<i>Secretary (Typing)</i>	<i>GS</i>	<i>318</i>	<i>04</i>	<i>of</i>	<i>6/13/80</i>
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 Marine Corps Base, Camp Lejeune, NC 28542		c. Third Subdivision <i>Maintenance & Repair Branch</i>	
a. First Subdivision <i>Facilities Department</i>	d. Fourth Subdivision <i>General Services Section</i>		e. Fifth Subdivision
b. Second Subdivision <i>Base Maintenance Division</i>			

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

Signature of Employee (optional) *Elizabeth C. Ellsworth*
ELIZABETH C. ELLSWORTH

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 <i>M. H. Gray</i> M. H. GRAY, Ground Strct Gen Foreman Signature _____ Date _____		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) B. W. ELSTON, Maintenance Manager Signature <i>B. W. Elston</i> Date <i>3/6/80</i>	
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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.

Typed Name and Title of Official Taking Action
W. R. MARTIN
Classification Superintendent

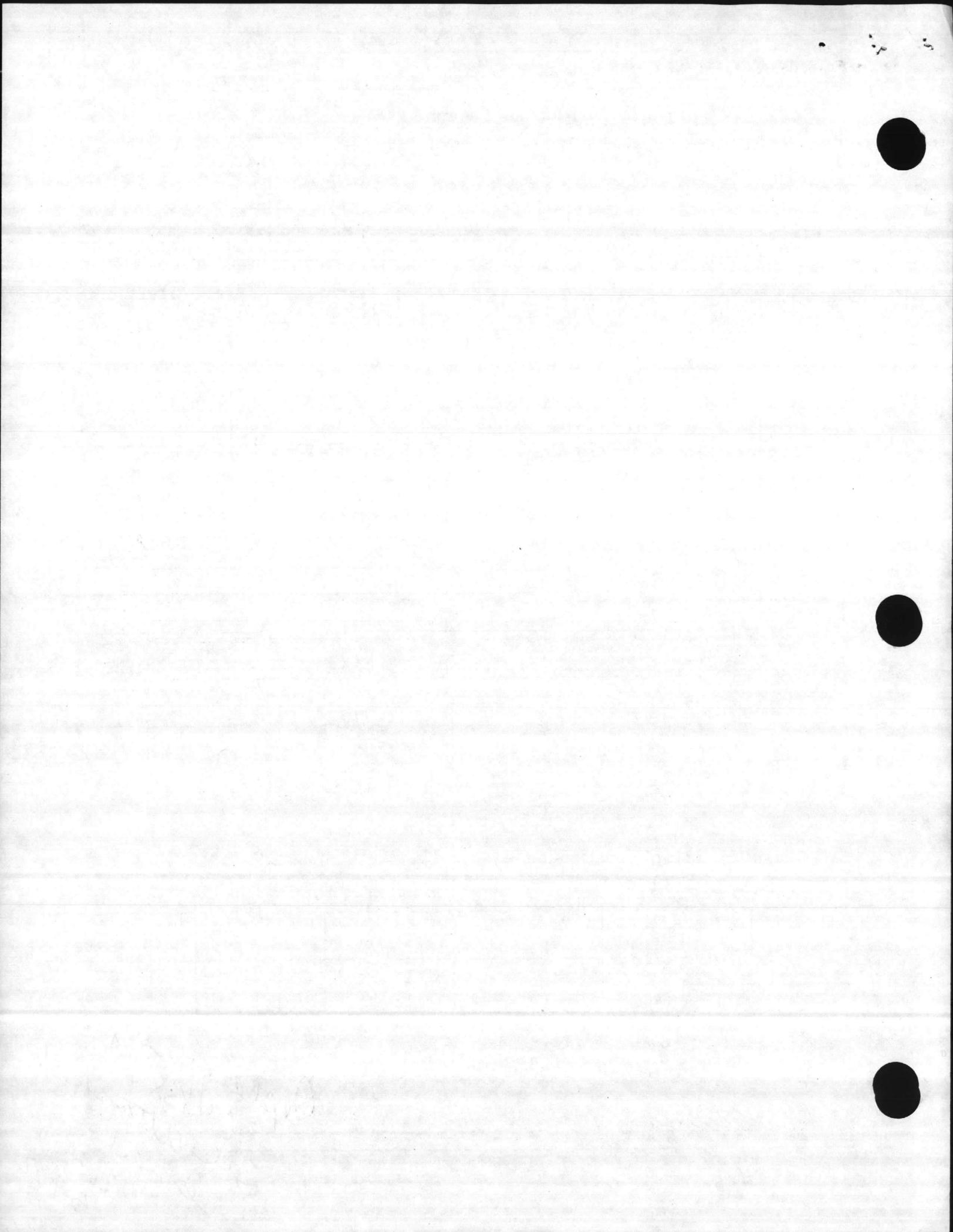
Signature *W. R. Martin* Date *13 Jun 80*

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.

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

24. Remarks
SECNAVINST 12510.7A: Position reviewed + class. determined paper. on 9/10/81
** 7PM Bul 551-16 + -17 applied 11/7/85.*
** application of 65336 OAS*
Replaced 04858
See attached

25. Description of Major Duties and Responsibilities (see attached)



Secretary (Typing)

GS-318-4
PD 10636

POSITION CONTROLS

This position is located in the General Services Branch, Maintenance and Repair Division, Base Maintenance Department, Marine Corps Base, Camp Lejeune, North Carolina. This Branch is composed of five sections including Groundskeeping, Heavy Equipment, Sanitation, Insect Vector Control and Landscape maintenance. Incumbent is responsible for accomplishment of all clerical and administrative duties pertinent to the operation of the Branch.

MAJOR DUTIES

- Keeps calendar of office appointments and commitments for Branch Head and keeps him informed as necessary. Acts as liaison between supervisor, all echelons of commands throughout the Marine Corps Base and the general public; acts as liaison between Branch Head and subordinate supervisors, informing them of impending meetings, training sessions, etc. Coordinates reports due from each supervisor and ascertains they are turned in neatly, accurate and in a timely manner. Receives morning report from subordinate sections each morning and compiles for supervisor.

30%

- Answers questions pertaining to personnel matters or refers to proper authority for solution. Maintains an up-to-date roster for over 200 employees and informs supervisor of need for replacements, or of problems encountered by employees. Schedules annual physicals and hearing tests for employees of the Branch.

20%

- Types memorandums, letters, addendum/deletions, reports, minutes of meetings, requisitions, forms, and miscellaneous materials. Assists section supervisors in composing correspondence and other documents pertaining to civilian personnel. Collects information for reports from section supervisors and types the reports. Reviews correspondence typed by another employee in the Branch for accuracy and compliance with Base directives, advising of any changes in format, division policy, etc.

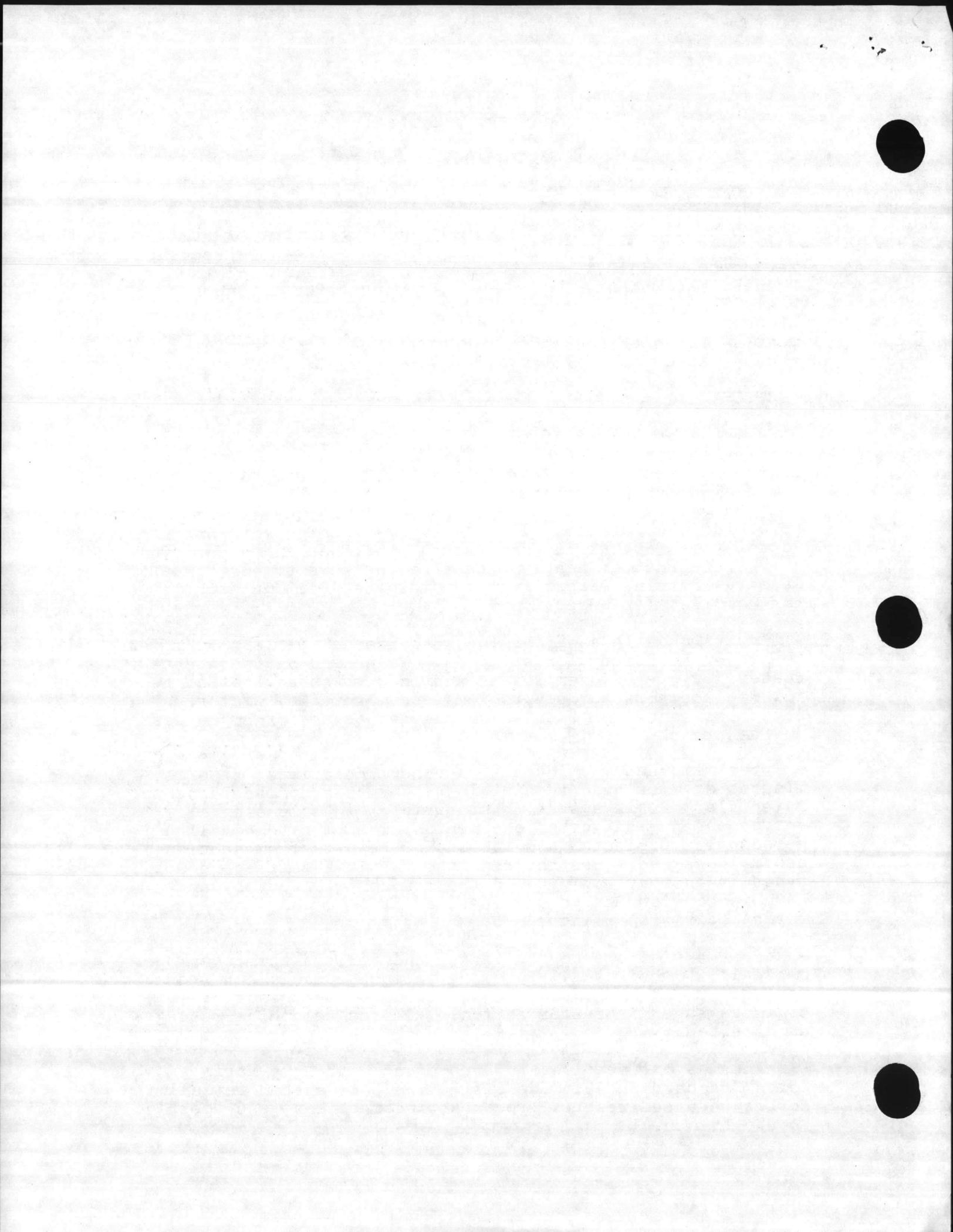
15%

- Receives visitors to the office and directs them to proper channels. Receives all incoming telephone calls and requests for the Branch and passes information to supervisor or subordinate supervisors for action. Records telephone messages as directed.

15%

- Maintains office files in accordance with Navy-Marine Corps Standard Subject Identification Code system for all correspondence, reports, records, instructions, etc. pertinent to the Branch.

10%



- Maintains time and labor distribution cards for employees in the Branch.

10%

FACTOR 1. Knowledge Required by the Position

- Knowledge of Branch functions to refer phone calls and visitors and provide general nontechnical information.
- Knowledge of civilian personnel matters to assist section supervisors in composing commendatory or disciplinary actions and to provide basic information.
- Knowledge of English grammar, spelling, and punctuation to assure accuracy of materials typed.
- Knowledge of office filing procedures to maintain files.
- Skill in operating a typewriter. A qualified typist is required.

FACTOR 2. Supervisory Controls

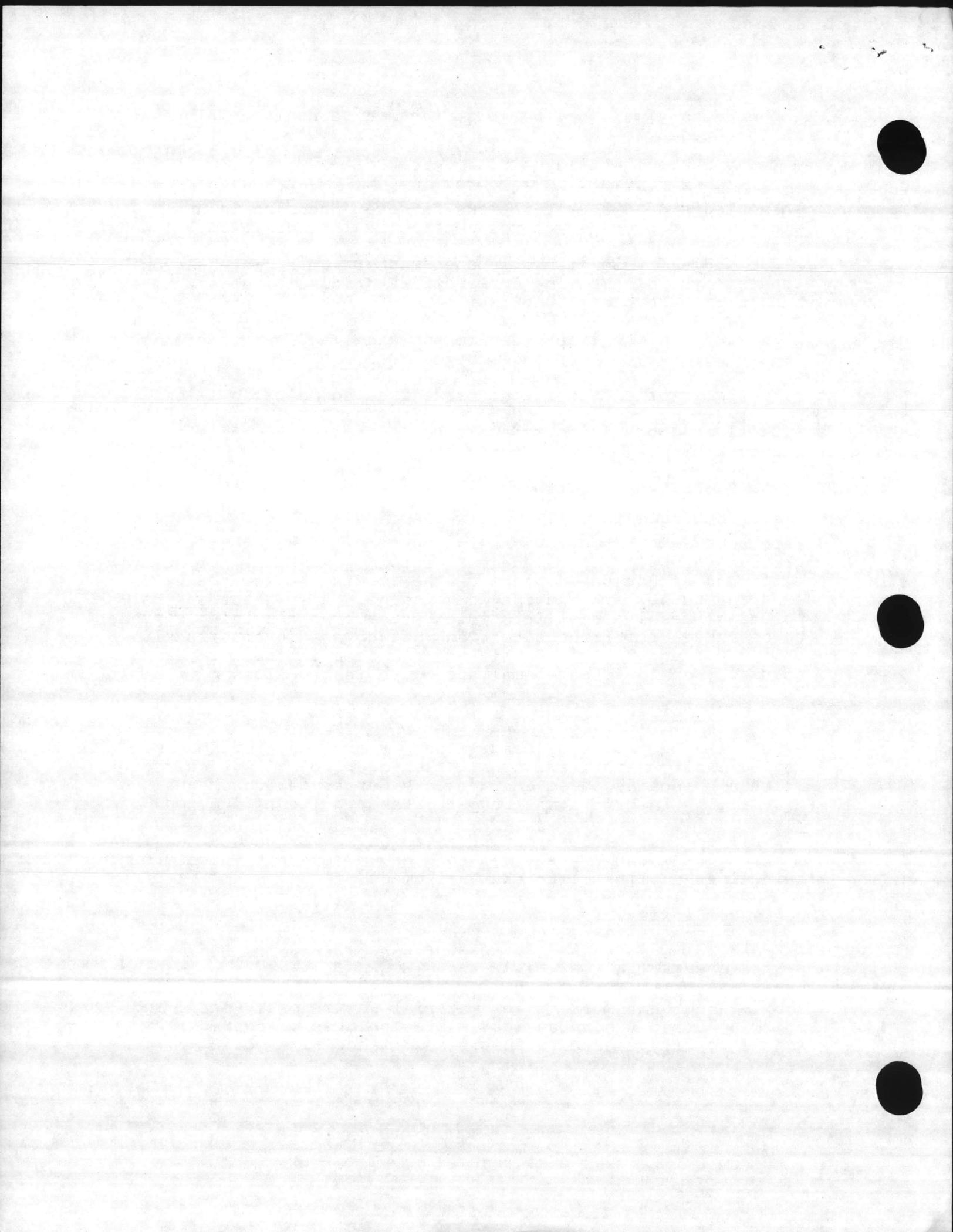
- The immediate supervisor is the Ground Structures General Foreman, WS-14, who provides instructions verbally or in hand-written form with detailed instructions given only for new, difficult or unusual aspects of the work. The incumbent is expected to perform routine work independently according to policies; resolve conflicts which arise by determining approach to be taken, referring situations not covered by instruction or policy to supervisor. Completed work receives spot review for accuracy, content, and compliance with instructions.

FACTOR 3. Guidelines

- Guidelines consist of handwritten or oral instructions which may be easily memorized with little interpretation required. Written guidelines also include Navy Correspondence Manual and Navy filing instructions (Subject Standard Identification Code).
- Detailed instructions may be given on new or unusual assignments. Incumbent is required to use own judgment in determining guidelines applicable to the assignment.

FACTOR 4. Complexity

- In addition to composing much of the correspondence, or assisting section supervisors to compose letters, the incumbent is responsible for collecting material for inclusion in final copy. Incumbent must review material for reports, etc., and check apparent discrepancies, making changes or corrections in all correspondence to ensure compliance with policies.



FACTOR 5. Scope and Effect

- The purpose of this position is to maintain an even flow of work, manage the office in an efficient manner and to provide clerical support to the Branch Head.

FACTOR 6. Personal Contacts

- Contacts are with Base Maintenance personnel other than the Branch, all echelons of commands throughout the Base, co-workers and the general public.

FACTOR 7. Purpose of Contacts

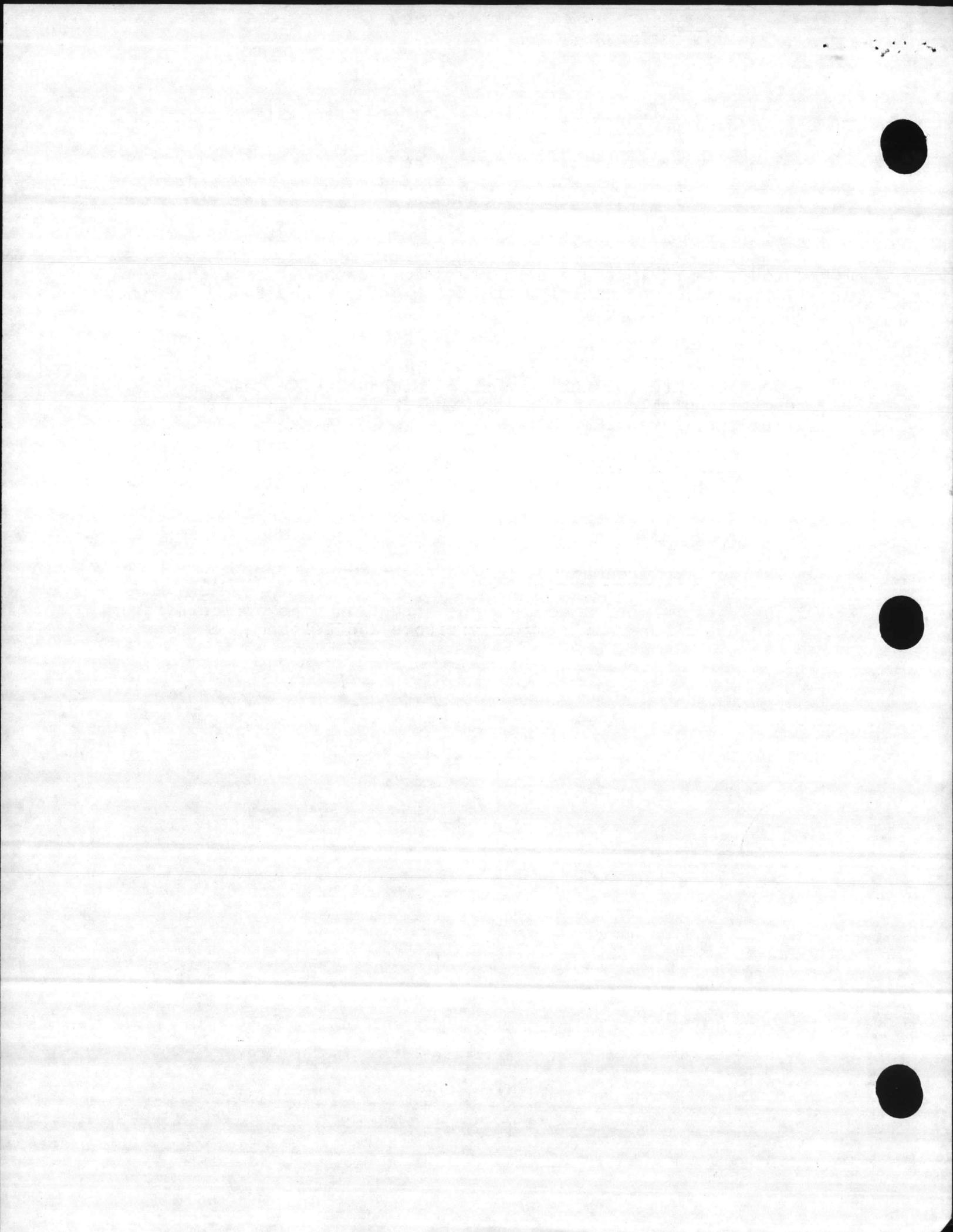
- Contacts are for the purpose of exchanging factual information, reporting problems, making routine deliveries and picking up mail, timecards, paychecks, etc.

FACTOR 8. Physical Demands

- The work is mostly sedentary. The incumbent stays in the office, making occasional trips outside the office for the purpose of delivering mail, etc.

FACTOR 9. Work Environment

- The work is performed in a construction type office setting, which has a constant flow of visitors and telephone callers.



Thomas GS11 Diane B

From: Winberry GS06 Kathy M
Sent: Thursday, May 09, 2002 8:32 AM
To: Thomas GS11 Diane B
Subject: RE: JD's

Yes on both!

-----Original Message-----

From: Thomas GS11 Diane B
Sent: Thursday, May 09, 2002 7:38 AM
To: Winberry GS06 Kathy M
Subject: RE: JD's

Do you consider the JD's that you indicate as vacant to still be active? If so, are they JD's that would be located in Installations Services Division?

-----Original Message-----

From: Winberry GS06 Kathy M
Sent: Wednesday, May 08, 2002 9:30 AM
To: Thomas GS11 Diane B
Subject: RE: JD's

06291 is vacant
02515 can be cancelled
06292 valid PD, we are recruiting now
06287 was replaced with 04442
02849 is vacant
00958 is vacant
01226 can be cancelled
03444 can be cancelled
10636 was replaced with 04858

Kathy.

-----Original Message-----

From: Thomas GS11 Diane B
Sent: Tuesday, May 07, 2002 2:43 PM
To: Winberry GS06 Kathy M
Subject: JD's

Kathy,

I have finished my PD/JD books on the Installation Services Division Realignment and have a few "extra" PD's/JD's. They are probably inactive, could you please confirm. They are as follows:

Insulator, WG-3610-10, #06291
Welder Helper, WG-3703-05, #02515
Plumber Helper, WG-4206-05, #06292
Plumber Supervisor I, WS-4206-09, #06287
Grounds Structures Supervisor I, WS-4701-07, #02849
Maintenance Mechanic, WG-4749-09, #00958
Maintenance Mechanic, WG-4749-10, #01226
Air Conditioning Equip Mechanic, WG-5306-10, #03444
Secretary (OA), GS-0318-04, #10636

Thank you for being so patient and helpful!

Diane B. Thomas

Human Resources Office, Camp Lejeune
Telephone (910) 451-1532

