

REASON FOR THIS POSITION		
<input type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED					
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE (Optional)				9. INCUMBENT (Optional)	

OFFICIAL							
10. TITLE Administrative Assistant							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	17. CLASSIFIER
GS	0341		07	MONTH 06	DAY 01	YEAR 2007	<input type="checkbox"/> Yes <input type="checkbox"/> No TV

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE		20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD / BMK	26. POINTS	FACTOR	25. FLD / BMK	26. POINTS
1. Knowledge Required	1-6	950	6. Personal Contacts	6-2	
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-b	75
3. Guidelines	3-2	125	8. Physical Demands	8-1	5
4. Complexity	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-2	75	27. TOTAL POINTS ▶		27. 1,510
					28. GRADE ▶ 07

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE /s/ Tina Voglesong	30. DATE 06/01/2007
31. NAME AND TITLE Tina Voglesong Human Resources Specialist (Class)	
32. REMARKS FLSA: N FPL: Standard Job # 341-07 Stmt of Diff OPM Administrative Analysis Grade Eval Guide, Aug 90 OPM Primary Standard	33. OPM CERTIFICATION NUMBER

**STATEMENT OF DIFFERENCES
To Standard Job # 0341-09**

This is a developmental level position designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 0341-09, Administrative Officer (copy attached).

Factor 2. Supervisory Controls

Level 2-2, 125 points

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3. Guidelines

Level 3-2, 125 points

Procedures for doing the work have been established and a number of specific guidelines are available from AFM, USDA, and NFC.

When there are gaps in specificity in the guidelines or when the guidelines do not apply to the assignment, the incumbent makes decisions or recommendations based on practical experience and his/her judgment of the facts, e.g., how the remaining budget dollars have to be used for mandatory expenditures such as salaries and utilities before money is committed to nonessential items.

Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Factor 5. Scope and Effect

Level 5-2, 75 points

The work involves the execution of specific rules, regulations, or procedures regarding the full range of administrative support responsibilities. The incumbent advises the management team regarding the propriety of human resources, purchasing and contracting, budget and accounting, and agreement actions. The work product or service affects the accuracy, reliability, or acceptability of further processes or services. Actions taken and decisions made impact the accuracy of projected money available for future use; management team's ability to recruit, hire, and retain qualified employees; the purchase of equipment through appropriate vendors.

**Administrative Officer
GS-0341-07**

**Standard Job # 0341-07
Statement of Differences**

Factors 6 and 7. Personal Contacts & Purpose of Contacts

Level 2-b, 75 points

Work requires coordination with outside activities and offices, other government agencies, staff elements at higher echelons, and possibly contractors. The incumbent regularly contacts employees outside of the immediate organization for the purpose of providing advice on work efforts and resolving operating problems.

Purpose of contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems.

Total Points = 1510 which is equivalent to a GS-07 (1355-1600 points)