

| REASON FOR THIS POSITION | | | | POSITION DESCRIPTION COVER SHEET | | |
|---|--|-----------------------|------------------------|--|------------|----------------|
| 1. NEW | 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER | 3. REPLACES PD NUMBER | | | | |
| RECOMMENDED | | | | | | |
| 4. TITLE | | | | 5. PAY PLAN | 6. SERIES | 7. GRADE |
| 8. WORKING TITLE | | | | 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/DAY/YEAR 6/1/07 | YES NO | TV |
| 18. ORGANIZATIONAL STRUCTURE (Agency/Bureau) | | | | | | |
| 1 st | | | | 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 continue violations of such statute or their implementing regulations. | | | | | | |
| 19. Supervisor's Signature | | | 20. Date | 22. Second Level Supervisor's Signature | | 23. Date |
| 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 | |
| OPM PCS Administrative Officer Series, 0341, Aug 66; OPM Admin Analysis GEG, Aug 90 | | | | 28. GRADE | 28. 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 6/1/07 | | |
| 31. Name and Title: Tina Voglesong, Human Resources Specialist (Classification) | | | | | | |
| 32. Remarks: FLSA: N FPL: Standard Job #341-07 Stmt of Diff | | | | 33. OPM CERTIFICATION NUMBER | | |

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

| | | | | | |
|------------------------------|------------------------------|------------|----------------|--------------------|---------------|
| 1. FUNCTION (1) A/C/D/W/R | 2. DEPT. CD/AGCY-BUR-CD. (4) | 3. SON (4) | 4. MR. NO. (6) | 5. GRADE (2) 07 | 6. IP NO. (8) |
|------------------------------|------------------------------|------------|----------------|--------------------|---------------|

B. MASTER RECORD

| | | | | | |
|---|--|---|---|--|--|
| 1. PAY PLAN (2) GS | 2. OCC.SER (4) 0341 | 3. OCC FUNC. CD (2) | 4. OFF. TITLE CD (5) 0001 | 5. OFF. TITLE (38) ADMV ASST | |
| 6. HQ.FLD.CD. (1) 1=HQ 2=FLD | 7. SUP.CD. (1) 2 = Supv/ GSSG 4 = Supv. CSRA 5 = Mer CSRA | 6 = Leader WLGE 8 = All other posns | 8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA | 9. INTERDIS. CD. (1) N=NO Y=Interdis | 10. DT. CLASS (6) MO DAY YEAR 6 1 07 |
| 11. EARLY RET. CD. (1) 1=Primary 2=Secondary | 3=Foreign Svc. Blank=NA | 12. INACT/ACT (1) I=Inactive A=Active | 13. DT. ABOL. (6) MO DAY YEAR | 14. DT.INACT/REACT (6) MO DAY YEAR | 15. AGCY. USE (10) |
| 16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4) | | | | | |
| 17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) | | | | | |

C. INDIVIDUAL POSITION

| | | | | | | | |
|---|---|---|---|--|--|---|----------------------------------|
| 1. FLSA CD. (1) N E=Exempt N=Nonexempt | 2. FIN. DIS. REQ. (1) 0 N 0 = None 3 = 278 4 = 450 | 3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C | 4. POS. SENS. (1) 1N N 1 = Low Risk/nonsens 2 = Noncrit sens 3 = Critical sens 4 = Spec sens 5 = Mod risk 6 = High risk | 5. COMP. LEV. (4) | | | |
| 6. WK. TITLE CD. (4) | 7. WK TITLE (38) | | | | | | |
| 8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th | | | | 9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE | | | |
| 10. TARGET GD. (2) | 11. LANG. REQ. (2) | 12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes | 13. DUTY STATION (9) State (2) City(4) Cnty(3) | 14. BUS. CD. (4) | 15. DT. LST. AUDIT (6) MO DAY YEAR | 16. PAS. IND. (1) Blank=N/A 1=PAS | 17. DATE EST. (6) MO DAY YEAR |
| 18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use | | | 19. DT. REQ. REC. (6) MO DAY YEAR | 20. NTE. DT. (6) MO DAY YEAR | 21. POS. ST. BUD(1) Y=Perm N=Other | | |
| 22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) | | | | | | | |
| Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev. | | Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev. | Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change | 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos. | 9=Other | | |
| 23. DT. EMP. ASGN. (6) MO DAY YEAR | 24. DT. ABOL. (6) MO DAY YEAR | 25. INACT/ACT (1) A 1=Inact. 2=Act. | 26. DT. INACT/REACT (6) MO DAY YEAR | 27. ACCTG. STAT. (4) | 28. INT. ASGN. SER. (4) | 29. AGCY. USE (8) | |
| 30. CLASSIFIER'S SIGNATURE | | | | 31. DATE | | | |
| 32. REMARKS Standard Job #341-07 Stmt of Diff | | | | | | | |