

POSITION DESCRIPTION
PROG ASST (OFFICE AUTOMATION), GS-0303-07

SETID	HUD01	JOB CODE	HH0415	DATE	04/11/2007	OPM CERT #			
PAY PLAN	GS	SERIES	0303	GRADE	07	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	PROGRAM ASSISTANT (OA)								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Nonexempt	PATCOB	Clerical	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	
CLASSIFIER	William S Fox								
CLASS STANDARD	OPM PCS FOR CLERICAL AND ASST POSITIONS, GS-303; OFFICE AUTOMATION GEG								
DATE CLASSIFIED	04/11/2007								

MAJOR DUTIES

Program Assistant (Office Automation), GS-0303-07

This position is located in the Office of Housing, Multifamily Housing Programs, Office of Housing Assistance and Contract Administration Oversight, Rental Assistance Quality Assurance Division. This position provides the administrative and clerical support to the Division. The duties of the incumbent include logging of correspondence, review of incoming correspondence, drafting of general correspondence, administrative support for the Division and tasks related to office automation such as word processing, databases spreadsheets, time and attendance, etc. The incumbent is responsible for a variety of administrative, research, and program management activities under the supervision of the Division Director.

Incumbent performs the following:

- Logs in and monitors the Division's clearance of correspondence, drafts of legislation and regulations, draft handbooks and notices, and similar material circulated for review and comments. The incumbent's logs are official references for location and status of the Division's assignments.
- Reviews all incoming correspondence, legislation, regulations and other material, determines where clearance material has been properly routed, if the subject material or related material has undergone prior review in the Division and recommends to the Division Director the appropriate staff to conduct the review. Where material is determined to be misrouted, incumbent determines proper routing with minima supervisory involvement.
- Drafts correspondence on their own initiative or at the direction of the Director in response to public inquiries of a general nature concerning programs of the Division or the specific activities of the Division.
- Assembles and organizes facts, data and information on programs as background for meetings, hearings, briefings, and reports. Systematically organizes information into tables and charts useful for analytical and management purposes. Assists in providing logistical support for briefings of individuals and organizations.
- Responsible for providing administrative support for the Division. This includes preparation of travel authorizations and vouchers after completion of trips. Responsible for assessing Division's supply and equipment needs, preparing requisitions and necessary and tracking status of supply and equipment orders.
- Manages logs of meetings between office staff and outside groups to assure there are no scheduling conflicts or inefficiencies. The incumbent is responsible for maintaining this record on the automated calendar established for the Division.
- Provides contract administrative support to the Director and others serving as Government Technical Representative (GTR) for contracts administered by the Division. This includes maintaining official contract files and tracking status of contract task orders, reports and drawdowns for the GTRs.
- Responsible for time and attendance reporting, prepares time and attendance reports for the Division personnel as directed.
- Responsible for performing tasks related to word processing for the Division, including preparing, assembling, and proofreading correspondence, reports, and manuscripts in a manner consistent with

PROG ASST (OFFICE AUTOMATION), GS-0303-07

established formats and guidelines.

- Serves as a point of contact with outside parties, and, as such, is responsible for accurately routing inquiries to the proper staff within or outside of the Division.
- Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position

- Knowledge of Departmental procedures, policies, priorities, program goals, organization, and functions of the Division necessary to coordinate the procedural work within the Division, as well as coordinate work with other organizations. This includes the knowledge of how to obtain and monitor the full range of support services, such as requisition of supplies, maintenance and printing services, and various types of personnel and training actions. This also includes the ability to perform non-routine assignments, drafting brief responses to routine correspondence, and locating information in files and preparing summary reports.
- Skill in operating word processing equipment, spreadsheet programs, graphics packages, desktop publishing and data base programs. Overall understanding of objectives as well as planning and other judgmental factors, which must be used in completing statistical and financial data and tables from handwritten drafts where the format is complicated, involves numerous columns, subdivisions and varied indentations.
- Knowledge of grammar, spelling, punctuation and required formats sufficient to recognize and correct errors in correspondence and reports.
- Knowledge of the organization functions and procedures of the Department to perform such duties as mail distribution and control, refer telephone calls, receive and or refer visitors and provide general information.
- Ability to understand assignments, do productive and accurate work, make sound judgments within the area of responsibility, solve problems in reasonable and logical ways and have a general ability to plan, organize, and carry out routine and recurring assignments on a timely basis with only general supervision.
- Ability to effectively deal with frequent interruptions and changing priorities among multiple activities which require quick and effective action under conditions of heavy pressure; anticipate necessary actions or develop appropriate information as may be required; and have no difficulty in adjusting multiple assignments around top priority assignments.

Factor 2 - Supervisory Controls

The incumbent performs various office management duties under the direction of the Director, who provides general instructions for performing assignments. The incumbent is expected to operate independently on most assignments, including routine and recurring duties. Completed work is reviewed for compliance with special instructions, accuracy, quality, compliance with general guidance, conformation with established policies and procedures, and the timely accomplishment of assignments.

Factor 3 - Guidelines

The incumbent is guided primarily by oral handwritten instructions or rough drafts of material, handbooks, manuals, dictionaries and established policies together with the interests and views of the Director in carrying out the assigned guides. The incumbent must frequently interpret and adapt the general guidelines to specific problems utilizing their own initiative.

Factor 4 - Complexity

The incumbent performs all of the administrative and clerical activities for the Division including preparation and maintenance of time and leave records and other various administrative reports. Coordinates administrative activities with the Division. The incumbent is responsible for providing contract administration support for the Director and appropriate staff, which includes maintaining official contract files and a status report system covering contract reports and drawdowns. Decisions regarding what needs to be done and how it should be done are based on a knowledge of the duties, priorities, commitments, policies and program goals of the Division. This requires an analysis of the issues involved for each assignment to ascertain the most effective way to accomplish the task.

PROG ASST (OFFICE AUTOMATION), GS-0303-07

Factor 5 - Scope and Effect

The incumbent assures that all the administrative, clerical and contract management requirements are accomplished effectively in accordance with established procedures, thereby allowing the Director and staff to concentrate on managing the policy development and evaluation functions of the Division. The incumbent's work has an effect on the timeliness and accuracy of projects being performed by higher-graded employees, often taking the form of fact-finding, routine problems analysis as well as monitoring and reporting on various aspects of the Division's functions.

Factor 6 - Personal Contacts

Personal contacts may be with the Division and or higher graded office staff.

Factor 7 - Purpose of Contacts

Purpose of contacts is to obtain or clarify information, documents, records, etc., to facilitate project processing. To provide contacts with status of project and supply them with other requested information.

Factor 8 - Physical Demands

There are no abnormal physical requirements connected with this position. May, on occasion, be required to travel.

Factor 9 - Work Environment

Work is in an office setting.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-6	950
2-2	125
3-2	125
4-2	75
5-2	75
6-2	25
7-2	50
8-1	5
9-1	5

Total 1435 = GS-7 (1355 - 1600)