

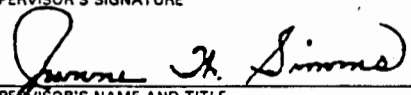
REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/>	3. REPLACES PD NUMBER <input type="checkbox"/>

**POSITION DESCRIPTION
COVER SHEET**

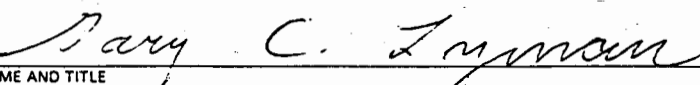
RECOMMENDED			
4. TITLE			
5. PAY PLAN GS		6. SERIES 303	7. GRADE 07
8. WORKING TITLE (Optional)		9. INCUMBENT (OPTIONAL)	

OFFICIAL						
10. TITLE Administrative Assistant						
11. PP GS	12. SERIES 303	13. FUNC	14. GRADE 07	15. DATE	16. I/A <input type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st Dept. of HVD	5th
2nd Administrative Service Center	8th
3rd Admin Resources Div.	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 08/30/95	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE James W. Simms, Director, Office of Human Resources, ARH		24. SECOND SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

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 	30. DATE 9/7/95
31. NAME AND TITLE Classification Work Group	
32. MARKS	33. OPM CERTIFICATION NUMBER

ADMINISTRATIVE ASSISTANT
GS-303- 07

I. INTRODUCTION

This position is located in the Administrative Service Center (ASC), Administrative Resources Division (ARD). The incumbent is responsible for planning, implementing, and performing a variety of administrative services in a state or area (Field) office and the ARD providing local support, in some or all of the functional areas identified below. These assignments cover a full range of administrative support relating to the mission of the division. Actual assignments in particular functional areas will vary depending upon the identified mission requirements of the office.

II. DUTIES AND RESPONSIBILITIES

Small Purchasing/Procurement

Administers and performs work involving the procurement of supplies and services, in accordance with Federal procurement regulations and Departmental guidelines to support the operations of the field office. Evaluates proposals for open market purchases under \$2,500, local service contracts, and monitors GSA schedule contracts for compliance. Establishes operating procedures for obtaining products and services, resolves problems and prepares reports on procurement activities.

The incumbent is responsible for entering all obligations charged to the state or area office into the Federal Financial System (FFS). Obligations include all HUD-25s (travel), SF-182s (training), HUD-24001 (purchase orders), and FEDSTRIP orders.

Resource Management

Coordinates with the Servicing Human Resource Office and OPM (on appropriate grade levels) the routine handling of certificates; and contacts certified candidates to ascertain interest and further explain job requirements.

Incumbent is responsible for coordinating and conducting the orientation program for all new employees. Guidelines for this program are general in nature and require moderate interpretation and judgment. The incumbent has delegated authority to administer the Oath of Office.

Serves as the timekeeper for the Field Administration employees. Insures that data collection is timely and accurate, and maintains required records so that the appropriate audit may be conducted.

Office Services

Coordinates requests for various support services for the repair or maintenance of office equipment, including telecommunication equipment. Establishes and maintains a system for tracking the submission and status of service requests, including the submission of Standard Form 182s (Request, Authorization, Agreement and Certification of Training) generated by staff in the field office with the HUD Training Academy.

The incumbent is responsible for the establishment of a system for stocking and distributing a limited number of Departmental forms, local office forms and other governmental publications. The incumbent has overall inventory management responsibility, exercising independent judgement in establishing stock levels, and a system for determining and forecasting the distribution forms. Serves as the coordination point for HUDCLIPS in the field office.

Incumbent is responsible for preparing print orders for program areas and the transmission of printing requests to the designated print facility.

Coordinates the records management program for the field office, including the retirement and disposal of records, and coordinating records services with the National Archives and Records Service

Transportation Management

Answers routine inquiries on temporary duty travel including regulations, and the travel management center services.

Administers transportation activities for the field office, primarily the use of GSA vehicles, but also activities such as parking, leased or rented vehicles, transit subsidies, and other transportation related activities. Establishes a system for and monitors the assignment and use of GSA vehicles and transit subsidy programs. Determines utilization, resolves assignment problems with GSA vehicles. Prepares reports for submission to GSA, HUD Headquarters and the ARD.

Mail Management

Serves as the principle contact for mail distribution services in a field office which involves the receipt, sorting, delivery and metering of mail. Also included are the maintenance of logs for the receipt of all specially handled mail, negotiable instruments, and collection registers in the field office.

Imprest Fund

Serves as the primary imprest fund cashier. Insures that travel advances, reimbursements, and funds for miscellaneous purchases are processed in compliance with required regulations and procedures. Reconciles ledgers against disbursements and cash on hand, and prepares requests for replacement of funds, as needed.

III. SUPERVISION RECEIVED

Incumbent is under the supervision of the Administrative Resources Director, and receives day to day assignments and guidance from the local Administrative Officer. Work is assigned in terms of objectives, priorities and deadlines. The incumbent works independently in resolving most conflicts. Completed work is evaluated for conformance to management policy or the program requirements of the specific administrative function. Guidelines such as management, policies or requirements contained in the Federal Personnel Manual require interpretation and adaptation to the specific case.