

Factor 2 - Supervisory Controls FL 2-3 275 pts.

Supervisor defines major priorities and specific assignments. Incumbent performs day-to-day work independently, referring questionable matters to supervisor. Completed work is reviewed for conformance with established policies and procedures. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines FL 3-2 125 pts.

Procedures are established and specific guidelines are available including dictionaries, style manuals, agency instructions on correspondence procedures, time and attendance, and supervisor's policies. Uses judgment in selecting applicable guides, and refers to supervisor for any significant deviations.

Factor 4 - Complexity FL 4-2 75 pts.

Work duties involve several related steps, processes, or methods. Incumbent decides what needs to be done, and takes action based on knowledge of procedural requirements and awareness of specific functions and staff assignments.

Factor 5 - Scope and Effect FL 5-2 75 pts.

Assures effective accomplishment of clerical and administrative work of the unit. This allows supervisor to concentrate on technical and managerial duties, and facilitates effectiveness of unit products.

Factor 6 - Personal Contacts FL 6-2 25 pts.

Contacts are with co-workers and employees in other areas within the immediate organization, other organizations, and the private sector.

Factor 7 - Purpose of Contacts FL 7-2 50 pts.

Contacts are to provide non-technical information, perform various clerical services, schedule meetings and appointments, and make travel arrangements for the chief and the staff.

Factor 8 - Physical Demands FL 8-1 5 pts.

Work is primarily sedentary, with no special physical demands.

Factor 9 - Work Environment FL 9-1 5 pts.

Work is performed in a typical office setting.

TOTAL = 1185 pts.

IV. UNIQUE POSITION REQUIREMENTS *(For titling purposes the immediate supervisor is to mark the first description below **if** the incumbent must be a qualified typist and mark **both** descriptions if the incumbent has office automation responsibilities)*

___ This position requires the services of a fully qualified typist.

___ Knowledge of word processing or other software tools to produce a wide variety of documents.