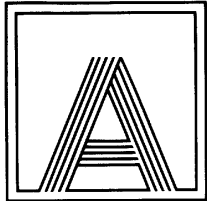


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March 1981



Directorate for Administration

# Career Ladders for Senior Secretaries

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# Office of Communications

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Telecommunications Specialist (Technical)	GS -09	Operates communications equipment, processes messages; assignment worldwide.	Typing, Morse Code (can be attained through internal training and/or self-taught training packages).	Intensive internal training provided. (6 months)
Electronics Technician (Technical)	GS -09	Installs, repairs, maintains communications equipment; assignment worldwide.	A.S. in Electronic Technology. Entry exam to test basic electronic knowledge.	Intensive internal training provided. (6-12 months)
Utility Equipment Specialist (Technical)	GS -11	Installs, repairs, maintains power generators, diesel engines, heating, ventilation and air conditioning systems. TDY and PCS travel required.	Experience and/or training in power, air conditioning, operating engineering, etc.	Internal and external training. (6 months)
Automation Specialist (Technical)	GS -11	Computer programmer; develops software to accomplish communications functions. TDY and (limited) PCS travel; most positions located in Headquarters area.	Programming aptitude test required. A background that includes computer/terminal operation or computer science courses would be helpful, but not required.	External and internal computer training and OJT period. (6-12 months)

\*Journeyman grades shown. Grade reviews currently under way.

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# Office of Data Processing

ODP

Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Computer Technician (Technical)	GS-07/09	This is a data base management master terminal operator position in the GIMS data management center. Employee uses GIMS data base management operational procedures to provide current processing of GIMS applications for Agency and Community users. Interacts with data bases through a CRT terminal, setting up routine and ad hoc reports, backing up data bases, and restoring data bases in cases of failure. Must operate well under the pressure of tight deadlines and crisis situations, analyzing, diagnosing, and solving technical and procedural problems. Position leads to GS-09 journeyman position and possibly selection to GS-11 supervisory position.	Prefer someone with AA degree with some ADP training or experience, especially in the operation of a CRT terminal, preferably with a GIMS data base. Willingness to learn and use complex technical procedures and to recognize and diagnose ADP systems failures. Willingness to work in a team environment on rotating shift in a data center open 24 hours a day, 7 days a week, 365 days a year. Must be able to communicate well with customers and other ADP technical personnel.	The equivalent of the TEC course for GIMS data base specialists plus OJT in the operation of computer peripheral equipment. This training is supplemented by OJT, self-study video courses, and formal classroom training in ODP and at vendor sites. ADP college courses for further development are encouraged and sponsored when feasible. Continual training in ADP technology is a requirement.
Computer Programmer Trainee	GS-08/09	Basic entry level position for programmers in ODP. Completes specialized training in applications programming languages like PL/I and FORTRAN, as well as operating systems software and procedures. Writes programs using specifications developed by senior programmers and tests documents using ODP standards. (This position leads to GS-12 journeyman level programming positions.)	BA or BS degree in computer science, with a strong aptitude for programming as indicated by the Brandon-Wolfe computer aptitude test.	Continuous update in ADP technical and analytical skills through a variety of training provided by ODP, computer vendors, and private training organizations.

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# Office of Finance

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Finance Asst (Technical)	GS-08	<p>Prepares travel orders and requests for advances; maintains liaison with Defense Contract Audit Agency (DCAA) [redacted]</p> <p>[redacted] prepares requests for supplies, furniture, equipment and maintenance; maintains travel itinerary files and assists in preparation of travel claims; supervises 2 typists; maintains Division petty cash fund; maintains logs of contracts and audit schedules; queries Contracts Information System (CONIF) for audit data required by auditors prior to trips; inputs data to CONIF.</p>	High School Graduate with strong interest in accounting field.	CONIF training. Good secretarial skills.
Finance Asst (Technical)	GS-09	Asst. to Chairman and Secretary for Overpayment Review Board and Board of Review for Shortages and Losses; Secretary to DD/Compliance. Drafts and prepares in final form all correspondence emanating from the two boards; reviews all documentation submitted on cases, assesses circumstances and documents all crucial facts in narrative form for board meeting; schedules meetings and prepares agenda; serves as recorder at meetings preparing final minutes; prepares appropriate memoranda to executive board decisions.	High School Graduate with strong interest in accounting field.	Good secretarial skills. Good writing ability.

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Finance Asst (Technical)	GS-09	Maintains log of incoming contracts; posts new contracts to current audit schedule; excerpts financial aspects of all incoming contracts and establishes contract audit files for use by field auditors; maintains log of contracts being closed and deletes these from current audit schedule; maintains log of audit reports issued; posts audit reports issued to current audit schedule; queries CONIF III for audit data required by auditors prior to field trips; inputs data to CONIF III; types audit reports, correspondence, memoranda, etc.; prepares statistical reports on the <input type="text"/> operations.	High School Graduate with strong interest in accounting field.	CONIF training. Good secretarial skills.

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Benefit Pay Technician (Technical)	*GS-08/11	Computes and verifies several different types of annuities, prepares payroll change notices for input to the computer system; final audit of the individual retirement account of each transfer to or from CIA Retirement & Disability System (CIARDS); liaison with Office of Personnel Policy, Planning & Management (OPPPM) relative to annuity payments for CIARDS retirees; utilize Delta Data 5000 with VM and RAMIS program techniques in CIARDS administration.	High School Graduate with strong interest in accounting field.	RAMIS and VM Systems.
Voucher Examiner (Technical)	*GS-07/09	Audit and preparation for payment of invoices pertaining to industrial or commercial type contract documents; verify CONIF data elements; maintain control systems; maintain liaison with Agency components; prepare correspondence relative to suspended or disallowed claims; analyze general ledger accounts correcting erroneous entries.	High School Graduate with strong interest in accounting field.	CONIF CIA Financial Systems.

\*Entry level is GS-07.

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
OF Professional Trainee	GS-07	On-the-job training program in various Office of Finance components for approximately 6-9 months <i>or</i> entry level position as Voucher Examiner, Benefit Payment Technician, Accounting Technician or Payroll Technician in main OF.	BS in business field with accounting courses or AA in business field with accounting courses and work experience in Class A or Class B accounting.	
	GS-08	On-the-job training program in various Office of Finance components for approximately 6-9 months <i>or</i> entry level position as Voucher Examiner, Benefit Payment Technician, Accounting Technician or Payroll Technician in main OF.	BS in business field with accounting courses and minimum of one year Agency work experience in Class A or Class B accounting.	
	GS-09	On-the-job training program in various Office of Finance components for approximately 6-9 months <i>or</i> entry level position as Voucher Examiner, Benefit Payment Technician, Accounting Technician or Payroll Technician in main OF.	MS in business field with accounting courses or BS in business with accounting courses and two or more years Agency work experience in Class A or Class B accounting.	

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# Office of Information Services

OIS

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Info Control Assistant (Clerical)	GS-08/09	Initiates and monitors the search and review processes conducted by the appropriate CIA components in response to appeals received from the public under the provisions of the FOIA, PA, and E.O. 12065; originates appeal acknowledgement letters to requesters and, when appropriate, provides guidance as to the scope of the request, the adequacy of the record descriptions, and cost factors; compiles, reviews, and collates the search review results for CIA and other government agencies for the Agency's appeal response to the requesters; resolves questionable review determinations by conferring with the reviewing officer of OGC; originates interim and status correspondence based on collated search and review results.	The ability to write clearly, quickly, and concisely.	Introductory courses such as CIA Today and Tomorrow, etc.  Writing courses.  Knowledge of the statutes, orders, and regulations governing FOIA, the Privacy Act and Executive Order 12065 and of the CIA handbook for implementation thereof.  General knowledge of the National Security Act of 1947 and the CIA Act of 1949 (as amended) and familiarity with appropriate statutes and regulations governing classification and disclosure.  A thorough knowledge of the missions, functions, organization, and history of the CIA and a working knowledge of the organization and record holdings of other government agencies.
Archives Technician (Clerical)	GS-08	Receives, records, shelves, and disposes of retired records; services requests for records and extra copies of reports for Hqs. offices and for other government agencies; transports and delivers highly sensitive material to and from Hqs.		Introductory courses such as CIA Today and Tomorrow, etc.  Records management courses such as Records Management Survey, Forms Management Seminar, File Procedures Seminar, and Records Disposition.

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Intelligence Analyst General (Professional)	GS-09	<p>Analyzes, disseminates, and assigns suspense on Office of Communications correspondence, Special Compartmented, and Top Secret correspondence.</p> <p>Performs liaison functions within the organization and Office of Communications.</p>	High School Graduate	<p>Introductory Agency courses such as CIA Today and Tomorrow, DDA Trends and Highlights, etc.</p> <p>Speed-reading course.</p> <p>Minimum of six (6) months OJT</p>
Production Control Specialist (Auto) (Technician)	GS-08	Develops and maintains documentation manuals, control logs, coding and input procedures and statistical reports; analyzes and solves technical and procedural problems and furnishes other services and technical assistance to the user of the Records Information System in response to standing and ad hoc requirements.	Knowledge and prior use of computer software programs and operations.	Introduction to ODP, Intermediate VM, RAMIS Report Writing, Advanced VM, Automated Data Entry Systems, GIMS Course
Editorial Assistant (Clerical)	GS-08	Acts as technical advisor for Regulations Control Division; reviews regulatory proposals at each stage of processing to ensure technical accuracy; acts as junior editor, edits and prepares drafts of proposed regulations, notices, and employee bulletins submitted by various offices in the Agency; responsible for microfiche project.	<p>Knowledge of the rules of grammar and punctuation.</p> <p>Good writing skills and style.</p>	<p>Writing experience and/or courses.</p> <p>Thorough familiarity with the GPO Style Manual, Secretarial Handbook, and other special editorial manuals and handbooks.</p>

# Office of Logistics

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Supply Officer Trainee	*GS-07/11	Supply operations including receipts, identification and cataloging, storage and issue, maintenance and repair, disposition, inspection and inventory of supplies and equipment, stock records, stock management, shipment of cargo, procurement of supplies and equipment, small purchases and administration of government housing programs.	BS degree in business administration or logistics field or equivalent combination college and logistics related experience.  (DAT or PETB will be required.)	
Procurement Agent	*GS-07/11	Performs centralized procurement (purchase orders/contracts) to meet [redacted] worldwide operations requirements. Activities include: Reviewing and analyzing procurement requests to determine appropriate sources of supply (existing GSA schedules or open market). Researching Federal schedules or open-market sources appropriate to procurement requirement. Soliciting bids/proposals either formally or informally to obtain pricing and other data appropriate with requirements. Selecting method of procurement and most advantageous type of contract. Reviewing qualifications of suppliers; directing issuance of requests for proposals as appropriate. Analyzing bids/proposals and making determination on awards, amendments, and cancelling invitations for bids/proposals, or requesting additional quotations. Negotiating with qualified contractors to obtain more technically responsive proposals and/or more reasonable prices. Drafting contract/purchase order provisions to ensure that the Government's rights and requirements are clearly expressed.	BS degree in business administration or related fields, or 3 years experience in (1) acquisition of technical materials and services; (2) selecting sources of supply, preparing purchase orders, solicitation, documenting contracts, and analyzing proposals; (3) studying market conditions and prices; or (4) logistics management, including determination of requirements, procurement, and distribution.  (College level education may be substituted for experience at the rate of 1 academic year of study per 9 months experience up to a maximum of 4 years of study for 3 years of experience.)  (DAT or PETB will be required.)	

\*Entry level is GS-07.

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# Office of Medical Services

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Position Title	Grade of Position	Brief Position Description	Educational Requirements	Specialized Training Required
Psychologist-General	GS-09	Selects psychological forms for all applicants, employees and dependents processing through Selection Support Branch and supervises the administration of such forms. Reviews and evaluates the forms administered, rendering dispositions and scheduling referrals for professional evaluations as appropriate. Conducts preliminary review of medical history forms for psychiatric interest, taking appropriate action to acquire additional information pertinent to the psychiatric evaluation. Maintains administrative liaison with OMS components and with Agency component OPM&M officers. Responsible for the technical training of the secretary/steno position and assists in the supervision of the technical aspects of that position	A BS degree with a major in psychology is a prerequisite. A basic knowledge of psychopathology is essential and must include an understanding of the physiological and/or behavioral signs and symptoms that can indicate possible psychopathology. A thorough knowledge of psychological testing and test behaviors is a minimum requirement. General knowledge of Agency component job requirements and of overseas PCS site environment/support is essential. This knowledge is acquired by formal scholastic studies on both the undergraduate and post-graduate levels, by specific training, and through experience on the job.	Background in anatomy and physiology extremely helpful. A minimum of six months on-the-job training with the Psychiatric Division/OMS to learn the psychological/medical idiosyncrasies of the various countries to which Agency personnel are assigned.

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Psychologist-General	GS-11	<p>As Chief [redacted] Assessment Branch, Psychological Services Staff, supervises two psychologists, three clerical employees and several part-time clerical employees. Supervises and maintains quality control of Skills Bank reporting. Administers [redacted] contractors, coordinates field testing demands, and assumes availability of materials for field testing. Administers pre-course testing materials for Program on Creative Management, supervises scoring of instruments, and assembly of test materials for psychologists; coordinates PSS and OTE/Management School POCM activities. Provides staff feedback to participants in the POCM. Performs a variety of other duties in support of Assessment Branch activities, including handling of special requests, interacting with Skills Bank personnel in processing applicant cases.</p>	<p>MA degree in psychological testing and test administration with suitable experience required. In lieu of MA, requires BA degree with 5 years supervised experience by Ph.D. or licensed psychologist or BA degree with 3 years experience with the OMS/Psychological Services Staff. Subject with BA degree must be 50% of the way through their MA with intent to complete MA.</p>	
IO Behavioral Science	GS-11	<p>Collect and develop behavioral and social science information for crisis managers; instruction of Agency employees and dependents in hostage survival; debriefing and briefing of victims and potential victims under severe emotional stress.</p>	<p>BS degree with concentration in behavioral and social science and/or combination of course work and equivalent work experience; familiarity with psychiatric/psychological evaluations.</p>	<p>Knowledge of international terrorism, anti-terrorism techniques, US and other government policies; teaching experience dealing with individuals under severe emotional stress; requisite psychiatric and psychological skills.</p>

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# Office of Security

OS

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Position Title	Grade of Position	Brief Position Description	Education, Experience	Specialized Training Required
Security Control Officer (Professional)	GS-11	Chief, Analysis and Review Branch, supervises, trains and counsels [redacted] employees; reviews and analyzes data in security records, extracts significant material and prepares summaries; manages IP [redacted] program; analyzes information in DDO/IP files; analyzes security files for records control scheduling; assists in releasing investigative data to other federal agencies.	High School Graduate. Management and supervisory skills; good communications skills, both oral and written; ability to train analysts; ability to plan, organize and direct work; adequate personnel security experience; familiarity with security files and records.	
Security Research Analyst (Professional)	GS-09	Analyze reports, evaluate information and conduct research on material contained in security files in order to determine any relationship to clearance action requests. Serves as Acting Chief, Analysis and Review Branch; serves as back-up for OS Leak Data Base Program; must be familiar with retrieval procedures necessary to extract information from the Leak Data Base, assignment of file numbers for new leak cases, and procedures for maintaining a current Leak Data Base.	High School Graduate. Supervisory skills; good communications skills, both oral and written; ability to plan, organize and direct work; analytical skills; adequate personnel security experience; familiarity with security files and records. Background and interest in information processing systems.	ADP

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
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Production Control Specialist Auto (Technical)

GS-09

Deputy Chief, Systems Support Branch. Assists in supervision of Branch employees; assists in the management of computerized systems and small miscellaneous data bases; monitors input and output of systems; implements computer runs; maintains production statistics; formulates requests for non-standard reports from various data bases.

High School Graduate. In-depth knowledge of all automated systems supported by Systems Support Branch. Experience in operation of all IBM and UNIVAC equipment, Delta Data Terminal with Texas Instruments Printer, and Four-Phases Key-to Disc system is required. Familiarity with GIM-II User Language and instructions used in CP/CMS Interactive Systems. Broad knowledge of CAPER systems. Supervisory skills/experience.

ADP

# Office of Training and Education

OTE

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Special Training Required
Librarian (Professional) (Subject to PMCD review)	GS-09	Chief of OTE Library. Plans and organizes work, develops input for Division Program Call and Budget, monitors office acquisitions of books and periodicals, and renders periodic reports on library activities. Supervises GS-07 Library Asst.	Course on college level in Library Science.  Experience in Library work desirable.	Fundamentals of Supervision; Records Management Training Program; Office Management Seminar.
Instructor-Clerical (Professional)	GS-09	Assist in instructing and managing Management School courses—secretarial admin courses. Evaluate student participation/presentation.	BS-Education, Business Organizational Psychology. Good classroom manner.	Instructor workshop; briefing course; admin procedures.
Instructor-Admin (Professional)	GS-09	Instructor for Freedom of Information/Privacy Act Seminar and Admin Procedures. Prepares lessons, lectures, and course handouts.	BS-Secretarial Science, Business or Education, or equivalent of education and experience.	Instructor Training; FOIA/PA; briefing course.
Artist (Technician)	GS-11	Produces finished art work for reproduction used in brochures, booklets and publications. Produces drawings, charts, and posters. Produces art work for transparencies and photographs.	BA in Art, Illustration, or Fine Arts.  Experience desirable.	

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Position Title	Grade of Position	Brief Position Description	Educational Background Required	Specialized Training Required
Instructor- Foreign Language (Professional)	GS-10	Instructor for foreign language. Prepares lesson plans, course materials. Native language proficiency	College degree or equivalent.	Instructor workshop
Training Assistant (Professional)	GS-09	Staffs incoming external training requests for programs at government facilities. Monitors external completion activity. Liaison with Agency training officer. Contact point for procurement and allocation of DOD programs.	BA in Business Administration or equivalent of education and experience.	
Training Assistant (Professional)	GS-09	Assist in the preparation of CAMS courses. Assist in the conduct of Information Science courses including lectures on BASIC, using VM, DIAOLS, PDP 11/45, 5110 and commercial systems. Give special lectures on computers and word-processing. Prepare training aids and other graphics on the Tektronix terminal.	BS in Business Administration, Accounting or Computer Science.	Instructor Training Course; Decision Analysis; RAMIS Report Writing; BASIC VM; Programming Logic; BASIC JCL; Fundamentals of Supervision.

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