

DS&T SECRETARIAL POSITION UPGRADE WORKSHEET
(IN PRIORITY ORDER BY LEVEL REQUESTED)

FOREIGN BROADCAST INFORMATION SERVICE

<u>POSITION NUMBER</u>	<u>POSITION LOCATION</u>	<u>INCUMBENT LEVEL</u>	<u>INCUMBENT</u>	<u>CURRENT POSITION LEVEL</u>	<u>REQUESTED POSITION LEVEL</u>
25X1 1. 098	Prod/NEAD	IS-02		IS-02	IS-03
2. DK 046	O/C/DRD	IS-02		IS-02	IS-03

CONFIDENTIAL

SFP 1988

General

Incumbent is the Production Group Senior Secretary, serving as the designated backup for the executive secretary (IS-04) to the chief/Production Group (SIS-03), independently performing certain tasks permanently delegated to her by the Group secretary, and otherwise assisting the Group secretary as required. Except when actually filling in for the Group executive secretary, incumbent is assigned to that division of Production Group (which may change over time) where administration is most complex and in which management must involve itself most fully in substantive and policy matters. Incumbent thus bears substantial responsibility for day-to-day administration of the division, independently executes management decisions regarding training, travel, pay, and other personnel matters, and participates actively in management deliberations and meetings. Incumbent's technical skills and judgment also are brought to bear in direct support of the division's substantive mission.

The division front office consists of a division chief (GS-15), deputy division chief (GS-14), and the Coordination and Review Staff (CRS); the division has no training officer nor other assistants. The division encompasses 2-3 branches, has a T/O of 40, and manages some 250 independent contractors. Much of the division's work and the majority of mail is in a variety of foreign languages, so that even routine office tasks require an unusual level of perspicacity, attentiveness, and judgment.

Primary Duties:

For the Group:

Assists the Group's executive secretary as required and serves as Group executive secretary in latter's absence. (Currently-assigned Group-wide tasks include serving as referant for division secretaries regarding the automated T&A system, the automated training scheduling system, and the automated foreign travel approval system.)

For the Division:

Shares with chief/CRS the supervision of one clerical employee, GS-06, who handles routine clerical/secretarial tasks and serves as division secretary in the senior secretary's absence.

Tracks division non-programs budget (travel, training, etc) throughout budget year and keeps division management apprised of level of funds available/obligated as input to personnel decisions and planning.

Serves as intake point for work submitted by independent contractors; ensures that contractors' statements of services accurately reflect work performed in quantitative terms and that contractor claims for related expenses are properly documented; certifies the statements of services, uses IBM PC to credit the work to the contractors' accounts, and forwards work to appropriate desk for qualitative review.

Maintains and updates division training records (electronic and hard copy), including three-year training plans and suspense files of internal and external training requests; using Delta Data terminal, serves as interface between OTE automated course scheduling system and division personnel to ensure compatible scheduling of training.

Monitors branch and division monthly reports, personnel actions, and other document flow to maintain current career profiles on division personnel reflecting assignments, training, grade, language abilities, special access clearances held, etc.

Serves as logistics officer for the division, maintaining records on and arranging replacement, purchase, and maintenance of division equipment, furnishings, and other plant.

Using division files and personal contacts in the division and elsewhere, independently conducts research and prepares reports on division financial, logistical, and personnel status in response to requests levied on the division for such data and in support of division planning. Coordinates and responds to FOIA requests.

Assists the FBIS Focal Point Officer assigned responsibility for coordination and publication of a JPRS "worldwide" report series (terrorism, narcotics, arms control, or nuclear developments), using the FBIS automated publication system to call up and collate responsive items from the FBIS-wide data base and to code and compile the reports for final editing and publication.

Assists in collation and final typing of classified translations done in-house and by cleared contractors, working from rough-edited drafts and general format guidance to prepare final proof copy.

Serves as control officer for compartmented information arriving in the division, ensuring proper dissemination and storage.

Maintains and updates division secretarial SOP handbook; serves as referant for division personnel on questions of administrative procedure and formatting.

Using shorthand, prepares reports, electronic messages, memoranda, and other correspondence and forms for division chief and deputy chief.

Serves as receptionist for the division, screening calls and visitors, arranging access for non-Agency visitors, and scheduling meeting rooms.

Keeps calendar for division chief and deputy chief, scheduling, rescheduling, and canceling meetings, appointments, and other activities as appropriate given general guidelines.

Records and reports division T&A, manually or using automated system, for division personnel in headquarters and on foreign or domestic TDY.

Responsible for tracking of all division PAR's and personnel planning questionnaires to ensure timely completion and proper review and disposition.

Organizes and maintains division files; independently creates, retires, purges, and archives files as appropriate.

2 September 1988

POSITION DESCRIPTION

Position Number: DK046
Position Title and Grade: IS--03 Senior Secretary
Location: DS&T/FBIS/Daily Reporting Division

GENERAL

Position is located in Daily Reporting Division, Operations Group, FBIS. Incumbent supports the Chief, Deputy Chief and principal Division officers. Office of the Chief, DRD, in addition to incumbent, consists of Chief, Deputy Chief, Managing Editor, Special Assistant, and Training Officer. DRD is the largest division within FBIS and encompasses the Division Chief's staff, four Daily Report branches, the Wire Services Staff, and the Reference Staff, with an overall T/O of 63. The Division is responsible for dissemination by various means of the output of 14 overseas and domestic field bureaus which are tasked with the collection of intelligence information from overt foreign media sources (television, radio, press agency, and publications), and for recruiting, training and assigning U.S. staff employees to serve at the field bureaus on two-year rotating assignments. The incumbent is the only secretary in the division.

PRIMARY DUTIES

1. Serves as office manager for Chief, Daily Reporting Division:
 - a. Maintains calendar and suspense files for Chief and Deputy Chief, with full authority to schedule/reschedule meetings and appointments.
 - b. Receives and screens telephone calls, visitors and incoming and outgoing correspondence dealing with operational and administrative matters concerning the Division, refers matters to appropriate staff officer for action, drafts responses for Chief, DRD signature, ensures that all outgoing correspondence is properly classified and in conformity with Agency formats.
2. Coordinates the preparation and updating of the Division's portion of the biweekly Operations Group Status Report, which indicates project, action officers and current status of significant Division activities.
3. Prepares and disseminates monthly Division "snapshot," indicating overall staffing strength in component branches, identifying officers on duty, on annual or sick leave, in training, on TDY, or on rotation.

4. Provides secretarial and clerical support to Division Chief and chief's staff and to component chiefs as workload demands.

5. Maintains basic biographic information on all Division personnel assigned to Headquarters, ensuring that PAR's are completed on time and in conformity with established formats; maintains Personal Planning Questionnaire files on all Division personnel and Operations Group officers assigned overseas.

6. Maintains Division time and attendance records (ELECTAS) and serves as Division records control officer.

SECONDARY DUTIES

1. Arranges security approvals and escorts Division visitors as necessary.

2. Based on in-depth knowledge of Wang automated system, assists Division personnel in utilization of Wang.

3. Advises Division personnel in preparing outside activity approval requests, training requests, travel approval and itineraries, etc; ensures that Agency employee bulletins and notices are disseminated to each Division employee, and that each employee is aware of significant Agency and Directorate activities.

4. Supervises summer only hires.

DUTIES THAT WOULD ENHANCE POSITION

1. Has responsibility within DRD front office for tracking obligations and expenditures in Division budget.

2. Coordinates periodic briefings on Division activities for interested components and consumers within FBIS and the Directorate; coordinates visits by Division personnel to Intelligence Community offices as requested, ensuring the passing of security clearances and other administrative matters as necessary.

3. Has responsibility for electronic tracking of incoming and outgoing Division correspondence.