

**Administrative Support  
Career Path III**



SERIES NUMBERS	SERIES TITLE
0086	<u>Security Assistant</u>
0318	<u>Secretary</u>
0326	<u>Office Automation Assistant</u>
0335	<u>Computer Assistant</u>
0344	<u>Management Assistant</u>
0503	<u>Financial Assistant</u>
0561	<u>Budget Assistant</u>
1087	<u>Editorial Assistant</u>
2102	<u>Travel Coordinator</u>

**Broadband Level Descriptors**

**MCTSSA's mission** is to sustain combat readiness of the operating forces by ensuring C4I software is properly acquired, developed, tested and supported throughout the systems lifecycle.

## **Career Path: Administrative Support**

### **Level 2:**

#### **Factor 1: Problem Solving**

Plans and conducts administrative activities for projects. Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty. Independently plans and executes assignments; resolves problems and handles deviations. Identifies and adapts guidelines for new or unusual situations.

#### **Factor 2: Teamwork/Cooperation**

Works with others to accomplish tasks. Resolves administrative problems; facilitates cooperative interactions with others. Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.

#### **Factor 3: Customer Relations**

Guides the administrative efforts of individuals or team members as they interact with customers. Independently interacts with customers to understand customer needs/expectations. Interacts independently with customers to communicate information and coordinate actions.

#### **Factor 4: Leadership/Supervision**

Actively contributes as team member or leader; takes initiative to accomplish assigned projects, Guides others in accomplishing projects. Coordinates appropriately with others to complete tasks within established guidelines. Identifies and pursues individual/team developmental opportunities.

#### **Factor 5: Communication**

Interprets and communicates administrative procedures within immediate organization. Prepares, coordinates, and consolidates documents, reports, or briefings. Communicates/presents internal administrative/functional procedures and tasks internally and externally.

#### **Factor 6: Resource Management**

Identifies and uses resources to accomplish projects. Plans resources to achieve project schedules. Effectively accomplishes projects within established resource guidelines.

**SECURITY ASSISTANT (OA)**  
**NK-0086-II**

Serves as a Security Assistant responsible for monitoring standardized aspects of established security program operations. Establishes and maintains security records. Reviews a variety of security documents. Follows-up with appropriate personnel to obtain correct information on incomplete documents.

Independently resolves security program problems of moderate difficulty. Each assignment consists of a series of related actions prior to completion. The work involves working with others to identify problems associated with the clerical/administrative aspect of security programs and is concerned with making recommendations according to established objectives and requirements.

The work requires the knowledge and skill to recognize problems, collect information, establish facts, and take or recommend appropriate action.

Interacts with customers to communicate information and to understand customer needs. Actively participates as a team member when necessary to accomplish projects.

Prepares and consolidates reports or correspondence.

**SECRETARY (OA)**  
**NK-0318-II**

Secretaries at this level perform administrative and clerical duties in support of the organization/section, where there is a system of formal internal procedures and administrative controls. Exercises continuous attention to the coordination among internal or external work units.

Receives visitors and phone calls. Maintains supervisor's calendar and schedules appointments and meetings in accordance with instructions, coordinating with the supervisory as necessary.

Schedules conferences and meetings in the local area and large meetings and conferences, possibly at distant locations. Attends functions to assist in administrative details. Makes travel arrangements and prepares travel orders.

Provides advice and guidance to staff on clerical and administrative matters. May serve as a personnel liaison.

Prepares correspondence, reports, and other documents in final form. Reviews work prepared by other clerical staff. Reads and processes incoming correspondence and material.

Establishes and maintains office records of various files that may be needed or will assist in the efficient operation of the office.

Uses and manipulates a variety of office automation software in support of the organization/division.

Requisitions office supplies and related materials.

Performs timekeeping and labor reporting duties.

**OFFICE AUTOMATION ASSISTANT**  
**NK-0326-II**

Performs office automation work, including word processing, and a variety of clerical functions in support of the organization. Performs a variety of assignments using the advanced functions of one or more database software packages. Performs a variety of assignments using the advanced functions of one or more spreadsheet software packages.

Accomplishes a variety of duties to provide essential office automation support and production. Uses the knowledge of the capabilities, operating characteristics and advanced functions of a wide variety of different software types to improve the efficiency and/or effectiveness of office operations. The work is complicated by such factors as the variety of operations of the unit, the different types of software to be considered, and/or the diversity of assignments.

Provides expert advice to office staff regarding the preparation and publication of various documents with complex formats.

Interacts with customers to communicate information and to understand customer needs. Actively participates as a team member when necessary to accomplish projects.

May be required to do any or all of the following:

Prepares budget estimates and performs other budget related duties.

Serves as the office automation point of contact.

Requisitions office supplies and related materials.

Prepares Request for Personnel Actions (SF-52s), awards, and other related civilian personnel forms.

Serves as the training assistant.

Performs a variety of clerical duties to include preparing and composing correspondence, scheduling appointments and maintaining the supervisor's calendar, sorting and distributing mail, compiling and preparing reports, and maintaining office files.

Prepares travel orders.

Performs timekeeping and labor reporting duties.

## **COMPUTER ASSISTANT NK-335-II**

Performs the full range of functions in the tape library to include the operation and management of peripheral computer storage media libraries. The libraries may include digital and/or analog tapes, magnetic and optical disks, and magnetic data cartridges.

Creates various documents necessary for vault maintenance. Acts as a second operator on the computer room floor performing operator functions on mainframe systems as needed. Has the sole responsibility of ensuring the media inventory is correct.

Supports computer specialists by performing coding, testing, limited programming, and related support such as maintaining documentation and program databases.

As a customer service representative, provides guidance and assistance and performs technical support assignments to independently resolve difficult hardware and software problems.

Performs routine equipment maintenance on the tape cleaner/evaluators, such as cleaning the tape/evaluator heads and changing cleaning pads.

Responsible for receiving all new tapes assigning each a unique volume serial number and placing a color-coded seal on the reel to indicate its use such as classified or unclassified. If classified, the incumbent is also responsible for placing the required classification labels on both sides of the tape and on the seal.

The incumbent provides guidance concerning policy and procedural changes to the vault standing operating procedures as they occur.

Issues and maintains vault supplies.

## **MANAGEMENT AND PROGRAM ASSISTANT (OA) NK-0344-II**

Level II assistants provide non-routine support to Analysts or other personnel for assigned programs in specialized areas. The work supports efforts to evaluate or improve the efficiency, effectiveness, and productivity of organizations and programs, and/or involves records, reports, directives, forms, space, equipment utilization or similar management systems. Comprehensive knowledge gained from on-the-job training is required due to the complexity of the assignments.

Works under the general direction of the supervisor. The supervisor defines objectives, priorities, and deadlines. The incumbent independently plans and organizes work within the parameters of established policies and guidelines.

The supervisor is available for assistance with controversial or unusual problems. Completed work is reviewed for conformance to policy.

Serves as a personal assistant to managers, senior analysts and/or other personnel, relieving them of many administrative and procedural matters. Work requires knowledge and skill to recognize problems, collect information, establish facts, and take or recommend appropriate action.

Provides a variety of clerical/administrative support to analysts or other personnel regarding assigned programs and/or projects. Organizes, collects, analyzes, prepares, and presents information/data for required reports.

Interacts with customers to communicate information and to understand customer needs. Actively participates as a team member when necessary to accomplish projects.

The incumbent uses advanced office automation skills to develop a variety of correspondence. The employee must be a qualified typist.

## **FINANCIAL MANAGEMENT TECHNICIAN NK-0503-II**

Reviews, validates, interprets and analyzes the command's current year budget execution. Individual programs and projects are reviewed to ensure accuracy and timely execution with careful consideration given to the particular expense category. Determines how and why variances occur for specific projects or programs. Identifies the systematic factors associated with the variance and takes appropriate corrective action (i.e. report a system's related error to the Systems Accountant, clarifies a procedure to the FA, or coordinates the posting of a corrective transaction with DFAS-KC). Provides briefings on budget execution reports to fund administrators, project officers and Comptroller personnel.

Provides training, on-site assistance and compliance reviews for all fund administrators, project officers, and other administrative personnel who work with budgets.

Compiles, produces, reviews, and analyzes the following monthly reports: 1) Fund Administrator Management Reports – Direct and Reimbursable; 2) Procurement Marine Corps (Investment Accounting) Report; and 3) MCTSSA Interest Reports.

## **BUDGET TECHNICIAN NK-561-II**

Independently extracts, compiles, and consolidates unrelated workload and cost data used for preparing budget estimates. Transactions involve two or more appropriations with different guidelines and procedures, or a comparable mix of appropriated fund direct and reimbursable accounts. Organizes data from a wide variety of management and budget documents.

Independently performs a variety of tasks related to budget and records maintenance and supports the annual budget execution. Transactions involve two or more appropriations with different guidelines and procedures, or a comparable mix of appropriated direct and reimbursable fund accounts. Uses a knowledge of regulations, procedures, and policies for transferring funds, and of requirements for reporting on budget executions which are used to identify and extract budgetary information from source documents and to compile, consolidate, organize, and summarize information concerning the budget.

The office typically is responsible for overseeing the budget activities of subordinate offices. Tracks funds distribution, reconciling commitments/obligations and reallocating organizational funds as directed. Assignments include new and unusual work situations that require the adaptation of guidelines. Coordinates the timely submission of budget estimates by project officers. Monitors costs and prepares reports projecting use of available resources.

The employee uses advanced office automation skills to support budget operations such as updating, revising, sorting, calculating, manipulating, and converting spreadsheet data into various formats, programs, and reports. The employee must be a qualified typist.

## **EDITORIAL ASSISTANT NK-1087-II**

The editorial assistant is a source of advice and guidance to clients and authors on production matters pertaining to the publishing of technical material. Consults with writers to define formats and font styles that are consistent with appropriate specifications, standards, and best commercial practices. Responsibilities include developing priorities and schedules based on the availability of manpower and facilities. In addition, provides advice and guidance to clients regarding matters concerning security policies, practices, and requirements.

The editorial assistant is assigned the responsibility of being the source of information on matters pertaining to Internet web page preparation and compliance to established styles. The editorial assistant deals with the difficulties and complexities of web page preparation plus assumes the additional task of being the focal point for disseminating advice, guidance, and training to associates on production matters and use of software programs.

Develops format guides, reference material, reference sources, and style guides for the design, creation, and application of internet web pages. The material covers the breadth of production assignments relating to the preparation of web pages, the verification of information, use of various software, and preferred formats.

**TRANSPORTATION ASSISTANT**  
**NK-2102-II**

Serves as the travel coordinator for the Activity responsible for monitoring the overall TAD program.

Screens and processes travel requests in accordance with current DoD and Federal guidelines. Screens travel settlements before submission to the Disbursing Office. Maintains records to ensure claims are submitted on time.

Provides training and information on travel related issues to other administrative personnel aboard the Activity. Researches regulations in order to give sound advice and guidance to travelers and administrative personnel.

Tracks all TAD actions from beginning to end using an automated tracking system. Prepares statistical reports using data collected.

Prepares travel orders for headquarters personnel.