

POSITION DESCRIPTION
SPECIAL ASSISTANT, GS-0301-11

SETID	DO001	JOB CODE	011450	DATE	04/11/2010	OPM CERT #			
PAY PLAN	GS	SERIES	0301	GRADE	11	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Special Assistant								
SPVY LEVEL	Other	POSITION SENSITIVITY	Crit Sens	LEO POSITION		MEDICAL CHECK REQ.	No	BUS CODE	8888
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CYBER SEC CODE	00	DESCR	Not Applicable						
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	04/09/2010								

MAJOR DUTIES

Special Assistant
GS-301-11

I. INTRODUCTION

The primary purpose of this position is to serve in a close and confidential capacity to the Secretary or his designee. The Special Assistant is responsible for advising the Secretary or his designee and other Treasury officials on the establishment and management of all issues pertaining to agenda of the Treasury and the Administration.

The incumbent of this position requested for Schedule C exception will not be able to adequately perform his her duties without being privy to the political, personal, and management philosophies of the Secretary or his designee. The incumbent will be exposed to conversations, dialogues, and other kinds of sensitive information, some of which concern controversial and sensitive issues. The incumbent performs a variety of confidential assignments requiring analysis and evaluation of programs and activities of importance to the Secretary or his designee. Consequently, the incumbent is required to be familiar with the policies of the Administration and to maintain the confidentiality of all materials. The working relationship between the incumbent and the Secretary or his designee is of a confidential nature required by Schedule C exception.

II. DUTIES AND RESPONSILITIES

Conducts special and confidential studies on a variety of strategies and issues. Furnishes the Secretary or his designee with policy coordination with authoritative information and material needed for correspondence, reports, policy statements and similar documents. Reviews and appraises office administrative procedures and policies and makes changes or develops new procedures within established policies.

Identifies, analyzes, and makes recommendations to resolve problems and situations in routing of correspondence, work flow, work distribution, filing systems, and other procedural problems affecting the efficiency, effectiveness, or productivity of the office. Develops detailed procedures and guidelines to supplement established administrative regulations or program guidance. With minimal supervision, plans and carries out projects to improve the operational efficiency and productivity of the office.

Conducts review of reports and memoranda submitted to the Office of the Secretary or his designee for approval. Carefully analyzes proposals and recommendations to ensure that they are consistent with established policies and views of the Secretary and the Administration. Develops, initiates and monitors procedures necessary to ensure that coordinated action is obtained among offices that are directed to make specific responses.

Reviews for the approval of the Secretary or his designee congressional

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correspondence submitted for the signature of the Secretary. This includes insuring that: a) all necessary Treasury Offices have cleared the document; b) the document is assembled and organized properly for review; and c) the document is generally well-written.

Executes a wide variety of related duties to assist the Secretary or his designee in the discharge of their official responsibilities. Such duties require the incumbent to have and use good judgment regarding the scope of objectives of the Department and the Administration. Undertake selected projects for the Secretary or his designee.

III. SUPERVISION AND GUIDANCE RECEIVED

The incumbent reports to the Secretary or his designee. Instructions given with assignments are general and indicate objectives to be attained. The incumbent determines ways to attain desired results. Analyses and reports must be comprehensive and sound enough to require minimal review before completion. Completed work is reviewed to ensure adherence to policy objectives of the Treasury Department.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT