

POSITION DESCRIPTION

CONFIDENTIAL ASSISTANT, GS-0301-07

SETID	DO001	JOB CODE	011347	DATE	02/19/2009	OPM CERT #			
PAY PLAN	GS	SERIES	0301	GRADE	07	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Confidential 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	02/17/2009								

MAJOR DUTIES

Confidential Assistant
GS-301-7

I. Introduction

The purpose of this position is to serve as a Confidential Assistant to the Secretary of Treasury or his designee. The incumbent advocates Administration and Departmental policy on behalf of Secretary of Treasury or his designee and actively participates in the formulation, establishment, and promulgation of the policies and practices of the supervisor.

The incumbent assists the supervisor in a close and confidential relationship that guides the incumbent in the performance of his her duties. 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 supervisor. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the supervisor and will be expected to reflect his her philosophies in conversations with leading figures of the government, business, and other groups. The incumbent will also be required to present the views of the supervisor in correspondence with agency managers and program officials.

II. Duties and Responsibilities

The incumbent performs a variety of confidential reviews and assignments requiring basic research and preliminary analysis of materials of importance to the Secretary or his designee. Carries out a wide range of administrative duties to aid the Secretary or his designee on the discharge of the duties of the Administration.

Receives detailed data and uses it to draft memorandums, recommendations and reports that require the approval of the Secretary or his designee before action on them may proceed. Upon receiving administrative documents, determines whether they should be forwarded to be endorsed as presented, returned for changes, or presented with comments or reservations.

Provides internal liaison and relays information from the Secretary or his designee to staff members. Explains the views and opinions of the Secretary or his designee regarding such matters, clarifying any policy questions.

Works on special projects of an administrative nature as directed by the Secretary or his designee. Briefs the Secretary or his designee on implications and recommends appropriate action(s) on such projects.

As necessary, attends interdepartmental, departmental, and Congressional meetings and hearings as an observer or note taker for the Secretary or his designee. Contacts senior officials to obtain data and information to be used as the basis for policy and procedural determinations.

III, Supervision and Guidance Received

Reports directly to the Secretary or his designee. Instructions given with assignments are general, indicating objectives to be attained. The incumbent is responsible for determining the methods to be used in attaining desired results. Analyses and reports are required to be thoroughly comprehensive and sound so as to require minimal review.

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