

**OFFICIAL TITLE, SERIES, AND GRADE:
ADMINISTRATIVE AIDE, GS-0303-03**

Summary of Major Duties

Receives requests from field staff, ascertaining the nature of requests and directing requests to appropriate staff. Performs routine work by preparing or maintaining rosters and schedules, forms, reports, statistical matter, and charts. Maintains files containing CSU information, progress reports on special projects, studies, and other material. Requisitions field supplies, equipment, and services, and performs similar maintenance duties. Receives correspondence, screening material, establishing controls, and following up for supervisor.

Minimum Qualifications

Six months of progressively responsible general experience in any clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position.

**OFFICIAL TITLE, SERIES, AND GRADE:
ADMINISTRATIVE SPECIALIST, GS-0341-07**

Summary of Major Duties

Performs work assignments necessary to provide, obtain and/or negotiate administrative and office services for the NDMS disaster teams. Maintains roster and telephone numbers of key unit personnel. Maintains duty officer schedule during actual mobilization resulting from a disaster or emergency. Participates in resolving materials, supplies, and equipment programs and assists in obtaining needed external logistic support.

Minimum Qualifications

One year of specialized experience directly related to the position equivalent to at least the GS-05 level in the Federal service that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.