Department of Energy
Idaho Operations Office
Vacancy Announcement

Competitive Vacancy Announcement

Vacancy Announcement:	DE-03-02
Opening Date:	July 15, 2003
Closing Date:	July 21, 2003
Number of Vacancies:	More Than One Position may be filled
Type of Appointment/Tour of Duty:	Term Appointment – Two years. May be extended in one-year increments up to four years.
Title, Series, & Grade:	Secretary (Office Automation), GS-318-grades GS-04 or GS-05
Promotion Potential:	None
Entrance Salary (per annum):	GS-04 $22,968 GS-05 $25,697
Organization Location:	Department of Energy Idaho Operations Office Various Organizations
Employing Office Location:	Idaho Falls, Idaho
Area of Consideration:	Commuting Area Only
Relocation Expenses:	None
Who May Apply:	Any U. S. Citizen. Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after three years or more of continuous service may apply under the provisions of the Veterans Employment Opportunities Act of 1998.

Veterans Preference: Five (5) points will be added to your eligible numerical rating if you are a veteran who entered the military service prior to October 14, 1976, or you served in a military action for which you received a campaign badge or expeditionary medal. Ten veterans' preference points will be added to your eligible numerical rating if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. Additionally, if you are a 10-point preference eligible, filing deadlines may not apply to you.

CTAP/ICTAP: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and the duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Summary of Duties and Responsibilities: The employee provides general clerical assistance to the staff such as filing, distributing mail, typing, receiving telephone calls and visitors and other general office clerical support work. Operates a computer and uses word processing and data base management software. A qualified typist is required. Specific duties include:

- Receives incoming correspondence. Checks outgoing correspondence for spelling and grammatical errors
- Types correspondence, memoranda, reports, instructions, forms, notes, and rough-draft directives
- Receives visitors and phone calls to office
- Maintains calendar, schedules appointments, administers time and attendance, and coordinates meetings for supervisor
- Tracks action items identified in meetings, correspondence, CATS, and other communications
- Maintains central filing system for the office
- Coordinates travel for an organization
- Prepares viewgraphs and slides for presentations given by the staff
- Initiates requisitions for office supplies, equipment, and publications

Qualification Requirements: You must have specific experience or education as stated in the OPM Qualification Standards Handbook for General Schedule Positions, which is available for review in any Federal Personnel Office. A combination of education and experience may qualify you for this position.

BASIC REQUIREMENTS:

GS-04: One year of general experience **OR** two years of education above High School.

GS-05: One year of specialized experience equivalent to at least the next lower grade level (GS-04) in the Federal service **OR** four years of education above High School.

Conditions of Employment:

Duty Station: Idaho Falls

Security Clearance: An "L" security clearance may be required by the position.

Qualified Typist: Applicants must certify that they are able to type 40 standard words per minute.

Benefits: Selectees are eligible for coverage under the Federal Employees Retirement System (FERS), the Federal Employees Health Benefits Program (FEHB), and the Feral Employees Group Life Insurance Program. Selectees are also eligible to earn sick and annual leave.

Term Appointment: These Term Appointments are projected to continue until the projects are completed and may be extended for a total of four years from the date of the initial appointment.

Knowledge, Skills, and Abilities (KSA's): Applicants should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSA's) in this announcement. Failure to submit your narrative response to the KSA's for this position may negatively affect your eligibility and/or rating for this position.

Directions for Completing the KSA's: Consider what in your background indicates you possess each knowledge, skill, or ability (KSA). Provide clear, concise examples for each element. Relate your experience to the position for which you are applying. Use examples that show the depth of knowledge, level, or skill, or degree of ability you have. You may refer to paid or volunteer work, education or training, hobbies, or any other applicable experience. Follow the format below, using a separate sheet of paper for each KSA.

Title of KSA
(1) Example – what you did and when
(2) Outcome – what you accomplished or gained from the experience
(3) Verification – name, address, phone number of person who can verify and OF-612, resume, or other application section

KSA's:

1. Skill in operating a personal computer system using a wide variety of software programs (e.g. Word, Outlook, PowerPoint, Excel, etc.) for the preparation and retrieval of documents, graphs, letters, forms and reports.

2. Knowledge of standard office administrative procedures to independently perform duties such as solving office problems, managing records and files, requisitioning supplies, and completing forms.

3. Ability to tactfully and effectively communicate with customers and with the general public.

Basis of Ratings: Your qualifications will be evaluated based on material in your application and your responses to the Knowledge, Skills, and Abilities listed.

How to Apply:

A. No standard application form is required. You may use your own form, Optional Form 612, Standard Form 171, a resume or other written format, provided all of the following information is included:

- The announcement number, title, and grade(s) of the job for which you are applying;
- Your full name, mailing address with zip code, and day and evening phone numbers with area codes;
- Your social security number and your country of citizenship (under Executive Order 11935, only United States citizens and nationals may compete for civil service jobs);
- The name, address, city and state of the high school you attended, and the date of your diploma or GED;
- The name, address, city, and state of each college/university you attended, your majors at each, the total credits earned at each (indicate whether they were semester or quarter hours), and the type/year of any degrees received and your GPA;
- Information for your paid and nonpaid work experience related to the job you are applying for including: job title (include series and grade if Federal job); duties and accomplishments; employer's name and address; supervisor's name and phone number; starting and ending dates (month and year); hours per week; the salary you received when you began the job and the salary you received when you ended the job. Indicate if we may contact your current supervisor;
- Narrative statement on a separate page(s) with specific responses to the KSA's (failure to submit your narrative response to the KSA's may negatively affect your eligibility and/or rating);
- List current job-related training courses (title and year); job-related skills; and job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not sent documents);
- Related licenses and professional certifications (current only), i.e. Certified Public Accountant (submit copy).

B. The following additional information MUST be submitted, if checked (if not checked, information is not required):

[x] Copies of college transcripts **must be submitted** if qualifying based on education.

[ ] SF-50 reflecting competitive status if current or former federal employee

[x] DD-214 if claiming 5 point veterans preference

[x] Both DD-214 and SF-15 with supporting documentation if claiming 10 point veterans preference

NOTE: Failure to submit required information/documents may result in nonconsideration OR a lower rating in the evaluation process

C. The following additional information is optional: Applicant Disability, Race/National Origin and Sex Identification

A complete application consists of all forms and information required and/or information you want considered in the evaluation of your application. This includes copies of college transcripts, when required by the vacancy announcement, and a narrative addressing the Knowledge, Skills, and Abilities, if you want this narrative to be considered in the evaluation process.

Any application packages or related information submitted after the filing period will not be accepted, and extensions of time to submit applications or additional information will not be granted. In addition, application materials and supporting documentation will remain a part of the specific vacancy announcement file and will not be returned or retrieved to be used in future vacancy announcement applications.

D. Pertinent Information (upon selection, the individual will be required to complete the following documents and/or be subject to the following conditions of employment) - applicable if checked:

[ ] Report of Financial Disclosure	[ ] Wearing a multi-purpose dosimeter
[X] One-year probationary/trial period	[ ] One-year supervisory/managerial probationary period
[X] Agreement concerning inventions, discoveries and patents	[X] Obtaining an appropriate DOE security clearance
[ ] Technical Qualification Program	[X] Collective Bargaining Unit represented by International Federation of Professional and Technical Employees, Local 94
[X] Optional Form 306, Declaration for Federal Employment	[X] ES&H Blue Card training
[ ] GERT training/Rad Worker I & II	[ ] 40-hour OSHA training
[ ] Access training	[X] Occasional travel
[X] Direct Deposit	

Submit Application/Resume Materials to:

U. S. Department of Energy
Idaho Operations Office
850 Energy Drive, MS#1240
Idaho Falls, ID 83401-1563

Or to our e-mail address: doeidjobs@id.doe.gov

For more information contact: Shalee Bergeson, (208) 526-0798, bergessn@id.doe.gov

Reasonable Accommodation may be granted to applicants with disabilities on a case-by-case basis. Please notify the agency if you need a reasonable accommodation for any part of the application or hiring process.

TO BE CONSIDERED, ALL APPLICATION MATERIALS FOR THIS VACANCY ANNOUNCEMENT MUST BE COMPLETE AND RECEIVED IN THIS OFFICE AT CLOSE OF BUSINESS ON THE CLOSING DATE OF THIS ANNOUNCEMENT (JULY 21, 2003).

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONS WITH DISABILITIES, DISABLED VETERANS, WOMEN, AND MINORITIES ARE ENCOURAGED TO APPLY