

VACANCY ANNOUNCEMENT



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF INSPECTOR GENERAL

Washington D.C. 20250



VACANCY ANNOUNCEMENT NUMBER: OIG-4-090-ANER

OPENING DATE: 09/20/04

CLOSING DATE: 10/20/04

POSITION: Administrative Support Assistant (Office Automation), GS-0303-05/06

PROMOTION POTENTIAL: 06

SALARY: GS-05: \$27,597 – \$35,881 per annum
GS-06: \$30,762 – \$39,996 per annum
(Including Locality Pay)

WHO MAY APPLY: Government – Wide (Status Candidates) (Local Commuting Area Only)

DUTY LOCATION: U.S. Department of Agriculture
Office of Inspector General
Assistant Inspector General for Audit
Northeast Regional Office
Beltsville, MD

Note: Relocation expenses will not be paid.

SUMMARY OF DUTIES:

The incumbent of the position will provide administrative support for the office to which assigned. Maintains calendars, schedules appointments, meetings, and conferences. Receives phone calls and visitors and refers them to the appropriate individual. Processes incoming and outgoing materials such as mail, correspondence, reports, memoranda, and other forms of written communication. The incumbent will be responsible for reviewing correspondence for format, accuracy and completeness. Incumbent will be responsible for preparing and transmitting time and attendance reports, making travel arrangements, procuring office supplies, and establishing and maintaining filing and tracking systems.

QUALIFICATION REQUIREMENTS:

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Applicants must also show evidence of typing proficiency (speed) of at least 40 words per minute. Applicants that do not provide evidence or a statement of typing speed will not receive further consideration.

SPECIALIZED EXPERIENCE REQUIREMENT:

FOR GS-05: One year equivalent to at least the GS-04 grade level

FOR GS-06: One year equivalent to at least the GS-05 grade level.

EVALUATION CRITERIA – Knowledge, Skills and Abilities Required

Note: Please submit a narrative statement on a separate page(s) with specific responses to each of the Knowledge, Skills, and Abilities (KSAs) listed below. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

1. Skill in using a variety of office automation software, e.g., Word, Excel, Power Point, Access.
2. Knowledge of standard administrative support functions to include preparing time and attendance reports, ordering office supplies, scheduling meetings, and maintaining filing and tracking systems.
3. Experience preparing routine correspondence and reports.
4. Sufficient knowledge of Federal Travel Regulations to prepare complicated travel vouchers.

APPLICANTS ARE STRONGLY ENCOURAGED TO ADDRESS AND SUBMIT THE REQUIRED KNOWLEDGE, SKILL(S), AND ABILITIES WITHIN THEIR RESUME IN ORDER TO RECEIVE FULL CONSIDERATION FOR POSITION.

SPECIAL CONDITIONS OF EMPLOYMENT:

The person selected for this position must: (1) be the subject of a pre-employment background (security) inquiry and be able to obtain/maintain a security clearance; and (2) file a financial disclosure statement under the provision of Title 2 of the Ethics in Government Act of 1978.

HOW TO APPLY:

ALL ELIGIBLE CANDIDATES who meet the basic qualification requirements must submit a written application for employment. You may use a SF-171, (Personal Application for Federal Employment), OF-612, (Optional Form for Federal Employment), resume, or other application format of your choice. The announcement number must be clearly indicated on the application. Candidates must also submit a copy of a current Performance Appraisal (must be within 15 months from the closing date of the announcement) and a copy of most recent Standard Form 50, Notification of Personnel Action. Applicants without a performance appraisal must provide a written justification for its absence.

APPLICATION MATERIALS SHOULD BE SUBMITTED TO:

United States Department of Agriculture
Office of Inspector General
Policy Development and Resources Management
Human Resources Management Division
Stop 2306, Room 13-E
1400 Independence Avenue, SW
Washington, DC 20250

SPECIAL NOTE:

Applicants are strongly encouraged to apply for this position by EMAIL: OIGJOBS@OIG.USDA.GOV or by FAX on (202) 720-9500. Be sure to include your name and the vacancy announcement number on your correspondence.

APPLICATIONS POSTMARKED BY THE CLOSING DATE WILL BE ACCEPTED A MAXIMUM OF FIVE (5) WORK DAYS AFTER THE ANNOUNCEMENT CLOSES. FAXED AND EMAIL APPLICATIONS MUST BE RECEIVED ON OR BEFORE THE CLOSING DATE.

FOR MORE INFORMATION CONTACT:

Jay Allen
VOICE (202) 720-3079
TDD (202) 720-3090
EMAIL – OIGJOBS@OIG.USDA.GOV

OTHER INFORMATION:

- You must be a United States citizen to be appointed.
- Applicants applying under special noncompetitive authorities must submit proof of eligibility as listed below:
 - Individuals who are eligible for noncompetitive consideration under a special appointing authority, e.g., 30 percent compensable veterans, severely disabled persons, may apply. Applicants who wish to be considered under a special appointing authority as well as under the competitive examining procedures must submit two complete applications. When only one application is received from a noncompetitive eligible, it will be considered under the special appointing authority only. More information on special appointing authorities is available at <http://www.usajobs.opm.gov/> (disabled), <http://www.usajobs.opm.gov/b2b.htm> (veterans), <http://www.usajobs.opm.gov/ei52.htm> (veterans).
- If you are applying for special selection priority under USDA's Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) see: <http://www.opm.gov.ctap> for eligibility requirements, you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- To be found well qualified for special selection priority by the U.S. Department of Agriculture (USDA), you must meet the minimum qualification requirements for the position, including any selective factors.
- If you wish to be considered under a special appointing authority e.g., disabled, Veterans Employment Opportunity Act, you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.

- 30% Disabled Veterans: Provide a DD-214 and a certificate from Department of Veterans Affairs dated within one year of the closing date of this announcement.
- Other individuals with a disability: Provide certification of eligibility from the State Vocational Rehabilitation agency or the Department of Veterans Affairs.
- The Defense Authorization Act of November 18, 1997, extends 5-point preference to veterans who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992 (if service requirements were met and discharge was honorable). Preference will also be granted if you entered the military service prior to October 14, 1976, or served in a military action for which you received a campaign badge or expeditionary medal. However, you may be entitled to 10 point veteran preference 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 or widower or the mother of a deceased veteran. Proof of your eligibility for veteran's preference must be provided at the time of the application.
- The USDA provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring processes, please contact (202) 720-6001. The decision to grant a reasonable accommodation request will be made on a case-by-case basis.
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 55A). The information is used to determine qualifications for employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.
- Only material required by this announcement will be used to rate your application. Your application will not be returned to you.
- The use of U.S. Government postage-paid envelopes for the filing of job applications is a violation of the U.S. Office of Personnel Management and U.S. Postal Service regulations. Penalties include fines of up to \$300.00 and/or disciplinary action.
- All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, political affiliation, or any other characteristics not bearing on job performance.
- The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.