

VACANCY ANNOUNCEMENT



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF INSPECTOR GENERAL

Washington D.C. 20250



VACANCY ANNOUNCEMENT NUMBER: OIG-4-001-IDEU

OPENING DATE: 01/02/03

CLOSING DATE: Open Until Filled

POSITION: Administrative Support Assistant (Office Automation), GS-0303-05/06/07
(Several positions)

PROMOTION POTENTIAL: NONE

SALARY: GS-05: \$32,736 – \$42,558 per annum
GS-06: \$26,872 – \$35,711 per annum
GS-07: \$30,005 – \$38,717 per annum
(2003 Salary not including Locality Pay)

WHO MAY APPLY: All Sources – Local Commuting Area

DUTY LOCATION: U.S. Department of Agriculture
Office of Inspector General
Beltsville, MD and Washington, DC

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:

Applicants must have 52 weeks of specialized experience equivalent to the next lower grade. ***Specialized experience*** is experience that has 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.

For GS-05: One year equivalent to at least the GS-04 grade level if in the Federal Service, or comparable in level of difficulty and responsibility to the GS-04 if outside the Federal Service.

For GS-06: One year equivalent to at least the GS-05 grade level if in the Federal Service, or comparable in level of difficulty and responsibility to the GS-05 if outside the Federal Service.

For GS-07: One year equivalent to at least the GS-06 grade level if in the Federal Service, or comparable in level of difficulty and responsibility to the GS-06 if outside the Federal Service.

Substitution of Education for Experience:

For GS-05: Four years above high school.

EVALUATION CRITERIA – Knowledge, Skills and Abilities Required

Note: A supplemental statement addressing the Evaluation Criteria is encouraged to ensure full consideration.

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.

BASIS OF RATING:

Eligible candidates who meet the minimum qualification requirements will be further evaluated and numerically rated receiving a score from 70 to 100 points. Veterans will receive an additional 5 to 10 points based on proof of eligibility for preference and/or compensable veterans status.

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.

Note: Relocation Expenses will not be paid

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 using other than the SF-171 or OF-612 must include all the information requested in the brochure "Applying for a Federal Job." A copy of the brochure (OF-510) can be obtained by contacting your local Federal personnel office. 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:

USDA, OIG, PD&RM, HRMD
USDA 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.

For more information contact:

Jay Allen
VOICE (202) 720-5678
TDD (202) 720-2412
EMAIL – OIGJOBS@OIG.USDA.GOV

OTHER INFORMATION:

- You must be a United States citizen to be appointed.
- Candidates with Federal government status who wish to be considered under both merit promotion procedures and competitive procedures must submit two applications with the appropriate annotation on each application. If only one application is submitted, consideration will be given under merit promotion procedures
- 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/html/egct.htm> 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 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 UDSA provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring processes, please contact Mary Ward at (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.