

**FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT**

Position Title and Grade SECRETARY (Typing) GS-318-07 \$39,330-\$51,124	Area of Consideration ALL SOURCES	Announcement No. 08-054
Organizational Location OFFICE OF GENERAL COUNSEL (Litigation Division)	Opening Date 08/27/2008	Closing Date 10/10/2008

THIS IS A PERMANENT POSITION. THE FULL PERFORMANCE LEVEL IS GS-7.

THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.

ABOUT OUR AGENCY: Are you interested in helping to protect the integrity of America's federal elections? Would you like to work with talented colleagues and a senior management team that respects a healthy work-life balance and seeks to create one of the best places to work in the federal government? If you are ready to contribute to this important work, please consider joining our dedicated team of public servants.

The Federal Election Commission is an independent federal agency established by the Federal Election Campaign Act (FECA). That statute requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limits on the amount and sources of federal campaign contributions. The Commission is governed by six Commissioners appointed by the President with the advice and consent of the Senate. The legal work of the Commission regularly involves important and complex issues implicating the First Amendment. The Litigation Division represents the Commission in the United States District Courts and Courts of Appeals. The Commission was included in the "Best Places to Work in the Federal Government 2007" rankings.

DUTIES AND RESPONSIBILITIES: The incumbent serves as a Legal Secretary in the Litigation Division of the Office of General Counsel at the Federal Election Commission (FEC). The purpose of the position is to provide secretarial and administrative assistance to a team of attorneys and paralegal specialists. The incumbent performs a variety of duties including:

- Receiving, distributing and generating correspondence of a technical, legal and non-routine nature.
- Typing, formatting and proofreading legal briefs and reports and assembling report packages in final form.
- Maintaining case management systems, and generating tracking and status reports.
- Providing word processing, spreadsheet and other technical support to team Attorneys.
- Maintaining schedules of supervisor and the team, and arranging meetings, appointments, interviews, and depositions.
- Making travel arrangements and preparing travel papers.
- Keeping accurate records of time and attendance.
- Establishing and maintaining files for the Division, including case files, correspondence files, and research files.
- Maintaining specialized legal notebooks in the litigation library.

QUALIFICATION REQUIREMENTS: The Qualification Standards Handbook for General Schedule Positions will apply. To qualify at the GS-7 level, applicants must have one year of specialized experience equivalent to the GS-6 level. **Education may be substituted for experience.** As a general

rule, education is not creditable above the GS-5 level for most clerical and administrative support positions. To qualify for GS-7, based on education, requires one full year of graduate level education or an undergraduate degree from an accredited institution with superior academic achievement at the undergraduate level, i.e., a GPA of 3.0 or higher. **Specialized Experience:** is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

SELECTIVE FACTOR: Applicants must possess the following skill to be rated eligible: Skill in operating a word processor and/or personal computer. A qualified typist is required. Applicants must be able to type 40 words per minute with 3 or fewer errors and should indicate typing ability in resume.

KNOWLEDGE, SKILLS AND ABILITIES (KSA): The following factors will be used to determine the best qualified candidates. Applicants should provide enough information for the agency to evaluate your knowledge, work experience, and training against these factors. Applicants must address the KSAs below in a supplement narrative statement:

- Ability to work with new office technologies;
- Knowledge of office practices and procedures;
- Knowledge of legal terminology, citations and techniques;
- Knowledge of procedural and court rules;
- Ability to proofread, submit an accurate product and meet deadlines.
- Ability to work with staff in a team environment and express oneself in a clear, concise and cordial manner.

EVALUATION METHOD: Your education, training and accomplishments will be initially evaluated and rated against established qualification criteria using only the documents and statements you have submitted. If you are found to be among the well qualified, you *may or may not* be called for an interview for a further assessment of your qualifications.

Note: Candidates called for interviews may be required to perform word processing tasks on a short Federal Election Commission document. These tasks will be completed on FEC premises, under supervision of OGC Staff.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Labor Management Agreement Between the Federal Election Commission and the National Treasury Employees Union, Article 14.

CONDITIONS OF EMPLOYMENT:

- Continued employment in this position is contingent upon successful completion of the appropriate background investigation.
- Persons selected must satisfactorily complete a one-year probationary period.

BENEFITS:

- The incumbent will be entitled to life and health insurance, annual (vacation) and sick leave, and retirement benefits.
- The incumbent may be eligible for a transit subsidy up to \$115 per month.

Relocation expenses will not be paid.

BARGAINING UNIT STATUS: This position is included in the bargaining unit.

HOW TO APPLY:

1. Applicants may apply for this position with a resume, the *Optional Application for Federal Employment* (OF-612), or other application format, as long as the application contains the necessary information below:
 - a. Vacancy announcement number; title and grade(s) of the job for which applicant is applying; (**NOTE:** Social Security Number is **not** required on your application);
 - b. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
 - c. Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary;
 - d. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
2. Copy of most recent performance appraisal (if any);
3. Former and current federal competitive service employees must submit a standard form 50 (notification of Personnel Action that verifies career status).

WHERE TO SEND APPLICATIONS: (Note - Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered). All applications/resumes must be submitted via e-mail by the closing date of the announcement.

1. E-mail to ogcjobs@fec.gov. **The subject line must contain the announcement number (08-054) and the applicant's name.** If you are unable to include or attach supplemental documents via email, you may submit your information by fax to 202-219-3588. Only supplemental information will be accepted via fax.

For additional information, call Human Resources at 202-694-1080 or send inquiry to fecjobs@fec.gov

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.