

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 08-14

Issuing Date: September 09, 2008

Closing Date: September 16, 2008

Position: Administrative Clerk – **(Temporary Appointment Not-To-Exceed 13 months)**
CS-0303-3/4(equivalent GS-0303-3/4, salary range including Washington-Baltimore 2008 Locality
Pay is \$25,279 to \$36,898)

This is a part-time position with a work schedule of 32 hours per week.

Conditions of Employment: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are Excepted Service. *All applications must be received by the Court, and not just postmarked, by 5:00 p.m.

Area of Consideration: Area-Wide

Duties: The position is located in the Court's Administrative Section where duties include a variety of day-to-day clerical tasks. Clerk may support staff in finance, property and procurement, facilities, training and travel, however, primary tasks will be assigned by the human resources department. Duties include, but are not limited to:

Keeps time and attendance files up-to-date.

Types non-select letters.

Files personnel and payroll documents in chronological order in employees' Official Personnel Folders and Payroll Folders.

Checks and assembles records prior to their transfer to other agencies or to the National Personnel Records Center.

Types labels for files and limited forms.

Maintains stockroom supply of human resources forms.

Operates various office machines.

Qualification Requirements: CS-03: Six months general experience or one year above high school. CS-04: One year general experience or two years above high school.

General Experience: Progressively responsible clerical, office work, or other work that indicates an ability to acquire the particular knowledge and skills needed to perform clerical duties.

Instructions for Applying: Submit one of the following: OF 612, resume, other written application, or SF 171. Applications must contain all of the information requested on the OF 612 **and must** include an OF 306 (*Declaration for Federal Employment*). Send to: Ms. Ramona Garcia, U.S. Court of Appeals for Veterans Claims, 625 Indiana Avenue, N.W., Suite 900, Washington, D.C. 20004. The OF 612 and OF 306 can be found at www.opm.gov (click on "Quick Index" and then on "Forms") or contact Ms. Garcia on 202-501-5988.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, national origin or disability.