



Department of Health and Human Services
Public Health Service
Indian Health Service



Vacancy Announcement

Announcement No.: **IHS-08-52**

Opening Date: **03-14-2008**

Closing Date: **12-31-2008**

****STUDENT TEMPORARY EMPLOYMENT PROGRAM****

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Office Automation Clerk
GS-0326-01/02/03/04

OFFICE LOCATION:

Indian Health Service
Office of Management Services
Rockville, Maryland

SALARY RANGE:

GS-01: \$20,607 - \$25,779 PA
GS-02: \$23,169 - \$29,153 PA
GS-03: \$25,279 - \$32,863 PA
GS-04: \$28,379 - \$36,898 PA

EMPLOYMENT CONDITIONS:

- A "Qualified Typist" is required for the GS-02 grade level and above. Applicants must be able to type at a minimum speed of **40 words per minute** and must submit a certificate of typing proficiency or a Self Certificate statement (attached).
 - **Submit a letter from enrolled High School, University or College indicating student will return for current/next semester.**
 - Position has no known promotion potential.
 - Position contains no supervisory responsibilities.
 - Relocation expense **will not** be paid.
 - More than one position to be filled.
 - Age 16 is the minimum age allowed for Federal Employment (5 CFR 551.601)
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****STUDENT TEMPORARY EMPLOYMENT PROGRAM:**

Applicants must be a student enrolled or accepted for enrollment as a degree seeking student (diploma, certificate, etc.) and at least the minimum age 16 required by OPM's regulations on Child Labor found at 5 CFR 551.601. Students must be taking at least a half-time academic or vocational and technical course load in an accredited high school, technical or vocational school, a 2-year or 4-year college or university, graduate, or professional school.

BRIEF STATEMENT OF DUTIES:

The student serves as a Clerk/Office Automation Clerk to an Indian Health Service Headquarters program official, who directs the activities of a section, branch, division, or office. The student will perform such assignments as:

- Utilizes personal computers, typewriters, and associated office equipments such as printers, scanners and modems, along with a variety of software packages (word processing, graphics, database management, electronic mail, etc.)
- Uses Microsoft Office programs such as Word, Wordperfect, Powerpoint, Excel to create; copy; edit, (e.g., make insertions or deletions or moves material from one place to another; store; retrieve; spell check; grammar check; and print a variety of standardized documents using a glossary of prerecorded formats from letters, standard paragraphs, and mailing lists)
- Prepares a variety of correspondence and reports from drafts into proper format with responsibility for correct spelling, grammar, capitalization and punctuation
- Establishes and maintains files for letters, memorandums, and other office correspondence and arranges in alphabetical, numerical, and subject matter, etc.
- Photocopies material for mass mailings, internal distribution, filing, etc.
- Receives visitors and answers the telephones, referring visitors or callers to appropriate staff members, taking messages when not available
- Receives incoming mail and routes to address or appropriate staff/office

QUALIFICATION REQUIREMENTS: (Education & Experience)

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions. To view please click on: <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>

- GS-01 grade level: there are no experience or education requirements.
- GS-02 grade level: applicants must possess three (3) months of general experience **OR** high school graduation or equivalent.
- GS-03 grade level, applicants must possess six (6) months of general experience **OR** one (1) year of education above high school level (30 semester hours).
- GS-04 grade level, applicants must possess 52 weeks of general experience **OR** two (2) years of education above high school level (60 semester hours).
- All education claimed by applicants will be verified by the appointing agency accordingly.

GENERAL EXPERIENCE: is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.

- A qualified typist is required for the GS-02 grade level and above. The proclaimed typing efficiency may be verified at the time of appointment.

Responding to KSA's is REQUIRED and each KSA must be answered and a separate response must be made for each question.

1. Knowledge of grammar, spelling, capitalization, and punctuation.
 2. Skill in operating a personal computer and/or a typewriter.
 3. Ability to communicate effectively (i.e., urgent calls, visitors, sensitive issues).
- These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.
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WHO MAY APPLY:

Veterans' Preference: If you have served on active duty in the U.S. Armed Forces and were separated under honorable conditions you may be eligible for veterans' preference. To claim veterans' preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit [Form SF-15, Application for 10-point Veterans Preference](#). For more specifics on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#) found in the website at www.opm.gov.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's merit promotion procedures when the agency is seeking applications from outside of its own workforce. For more information on the VEOA, you can visit the OPM website at www.opm.gov/veterans.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. **Well qualified** is defined as displaced Federal employees who meet all education and experience requirements, applicable selective factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP:** <http://career.psc.gov/chpublic/ctap.html> and for **ICTAP:** <http://career.psc.gov/chpublic/ictap.html>

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

TTY NUMBER IS 301.443.6394

HOW TO APPLY

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. **A written response to each KSA.** In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the evaluation and ranking processing.
3. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college/high school transcripts [OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of transcript).
 - **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

REQUIRED DOCUMENTS (IF APPLICABLE)

4. Current civil service employees and reinstatement eligible applicants **must submit a copy of your most recent SF-50** (Notification of Personnel Action).
5. Indian Preference applicants - to obtain preference, applicants must provide a **completed copy of Form BIA- 4432**. Applicants who wish to receive Indian Preference **MUST** submit the Form BIA-4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.
6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf. The form is used for statistical purposes only and will not be forwarded to the selecting officials.

HOW TO SUBMIT YOUR APPLICATION

1) You may submit your application by U.S. Mail or other commercial carrier.

Applications may be mailed to the following address:

Indian Health Service
Division of Human Resources
801 Thompson Ave., Suite 120
Rockville, Maryland 20852

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

2) You may submit your application in person.

If you wish to submit an application in person, please bring your application to:

Division of Human Resources
12300 Twinbrook Parkway, Suite 230,
Rockville, Maryland 20852

3) You may submit your application by email.

If you wish to submit your application by email, you may send it to the following email address:

HODHR@ihs.gov

If you choose to use email to submit your application, all required supporting documents should be included as .PDF attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS, <http://www.usajobs.gov>** or **IHS Website, www.ihs.gov**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

Faxed applications will not be accepted.

All applications along with all supporting documents must be submitted by close of business 5:00 pm Eastern Time (ET) on the closing date of this vacancy announcement. We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date.

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact Mary Drapeaux, Human Resources Specialist, at (301) 443-6520.
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, “Declaration for Federal Employment”** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- **If you are a male over the age of 18, and 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.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON AREA OFFICE
1900 E STREET, N.W.
WASHINGTON, D.C. 20415

SUPPLEMENTAL QUALIFICATION STATEMENT
TYPING AND SHORTHAND SKILLS, GS-2/7

Complete and submit this form with your application.

Name: _____ Date of Birth: _____ SSN: _____

The following statement of proficiency in Typing or Shorthand or both will be accepted in lieu of a certificate of proficiency issued by an educational institution or other organization approved by the Office of Personnel Management as an alternative way of meeting the skills and abilities requirements of the position.

1. I certify that I can currently type ___ words per minute with no more than ___ errors, (40 wpm required). I gained my typing skill through ___school, ___work, or ___other*.

*Describe how you gained your skill.

2. I certify that my current shorthand speed is ___ words per minute with no more than ___ errors and I can make current transcription of my notes, (80 wpm required). I gained my shorthand skill through ___school, ___work, or ___other*.

*Describe how you gained your skill.

I understand that claims or proficiency may be verified at the time of consideration for employment. I further understand that my inability to perform as certified above may constitute a basis of termination at the onset of employment or during the probationary period of employment.

Sign/date: _____