



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census**

Recruiting Bulletin

OPENING DATE: May 9, 2008

Recruiting Bulletin No: **29-08-DEC-046**
(Amended)

CLOSING DATE: Open Continuously

Atlanta Regional Census Center
Atlanta, GA

Special Note: Applications will be accepted continuously and referred lists created as needed.

**CLERK
GG-0303-04**

Annual Salary Range:

GG-0303-04: \$27,536 - \$35,802

NUMBER OF VACANCIES: Few

PROMOTION POTENTIAL: GG-04

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment NTE 90 days with the possibility of an extension, not to exceed 2 years.

AREA OF CONSIDERATION: Current census employees serving on an appointment of longer than one year within the Atlanta Region.

DUTY STATION: Atlanta, Georgia

DUTIES: The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and direct them to appropriate office employees based on knowledge of employees' areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Operate various office machines. Perform other clerical duties as required.

QUALIFICATIONS:

Applicants must have the experience or education indicated below or a combination of both.

GG-04: 1 Year General Experience OR 2 Years Above High School

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

You may qualify for a position based on your education, experience, or a combination of both.

BASIS OF RATING:

Applicants are required to pass a Bureau of the Census written exam. You will be contacted concerning the date and location to take the test. Bring two forms of identification to the test session to verify employment eligibility, one being a State or Federal ID with photo. Please allow 3 hours for the testing session. Seating is limited. No one will be admitted once testing begins. This agency provides reasonable accommodations to applicants with disabilities.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy contact Mary Carson, Human Resource Specialist, (404) 332-2734.

HOW TO APPLY: Applicant must submit a separate completed OF-612, Optional Application for Federal Employment (OF-612), a resume, or a SF-171, Application for Federal Employment (this form is obsolete, but will be accepted, if submitted) **for each grade level for which you are applying.** List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veteran ' s Preference - Applicants claiming 10-point veteran ' s preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of

the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (404) 332-2734.
- **Complete application package must be submitted to:**

**Bureau of the Census
Atlanta Regional Census Center
285 Peachtree Center Ave.
Marquis Tower Two
Suite # 1100
Atlanta, GA 30303
Attention: Mary Carson, Human Resource Specialist**

APPLICATION DEADLINE: There is no closing date for this vacancy. Referral lists will be generated as needed. **Faxed applications will NOT be accepted.**
Emailed applications will NOT be accepted.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment, OF-306, to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and 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; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.