



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



## Vacancy Announcement

Announcement No.: **IHS-BAO-08-20**  
 Opening Date: **09-15-2008**  
 Closing Date: **09-29-2007**  
 Area of Consideration: **MPP/ESEP/IP Government Wide**  
 Any Qualified Indian Candidates

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**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.

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**POSITION TITLE, SERIES, GRADE**

- Secretary (Medical Staff/Credentialing)
- GS- 318-05/06

**OFFICE LOCATION:**

- Bemidji Area IHS
- Cass Lake Hospital
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**SALARY RANGE:**

GS-05 \$29726 - \$38639  
 GS-06 \$33135 - \$43076

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- One Permanent Full-Time position.
  - Position has no known promotion potential.
  - Position does **not** contain supervisory responsibilities.
  - Travel and relocation expenses **will not** be paid.
  - You **must** be a U.S. citizen to qualify for this position.
  - Faxed Applications **WILL NOT BE ACCEPTED.**
  - Supporting documents **ONLY** will be **ACCEPTED BY FAX AT (301) 594-3146.**
  - Response to the **KSAs is REQUIRED and each KSA must be responded to separately.**
  - All application and required documents (See Required Documents on Page 4) **MUST** be received by **5:00 PM** Eastern Standard Time (**EST**) the date this vacancy announcement closes.
  - **If you are submitting your application via Federal Express/Overnight delivery, please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery.**
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**BRIEF STATEMENT OF DUTIES:** The incumbent serves as the personal liaison to the Clinical Director and Medical Staff to provide administrative and management assistance and plays a central role in coordinating the overall administrative work flow process for the Clinical Director and Medical Staff. Incumbent serves as timekeeper for the medical staff and other hospital staff and is responsible for ensuring correct completion of various civil services employee time and attendance records and their submissions within prescribed deadlines.

Keeps records of Continuing Medical Education time and expenses for medical staff members. Assists with

training and travel arrangements. Manages and communicates the Clinical Director/Medical Staff calendar including call, clinic, ER, and training. Supports the Medical Staff Executive Committee by gathering reports and other materials for meetings, taking notes and attendance, and assists with the production and communication of meeting minutes. Assists with personnel functions including recruitment, timekeeping, documentation, locums staffing, and contract services. Provides support and documentation of the provider student program including reports to the Governing Board twice yearly. Provides assistance to the Medical Staff in ordering all equipment and supplies. Provides general office support including typing, copying, filing, and other assistance as needed for medical staff operations.

**Duties include Medical Staff Credentialing COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT: (Education & Experience)**

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions click on link below:

<http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>

GS-05: Candidate must have 1 year of specialized experience equivalent to at least the GS-04 grade level  
 GS-06: Candidate must have 1 year of specialized experience equivalent to at least the GS-05 grade level.

GRADE/ POSITIONS	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
<b>GS-5</b> Clerk-Steno ----- All other positions	2 years ----- - none	None ----- 1 year equivalent to at least GS-4	4 years above high school (except Reporting Stenographer)
<b>GS-6 and            above</b> All positions	None	1 year equivalent to at least next lower grade level	Generally, not applicable

**Specialized Experience:** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. At the GS 5 grade level **Specialized experience that is creditable is demonstrated experience in clerical Administrative support field that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled for this position demonstrated experience in timekeeping, arranging travel and training, scheduling and keeping the calendar for a group of individuals, gathering reports and taking Broad minutes.** At the GS 7 level specialized experience that is creditable must indicate that the applicant has the specialized experience required of the GS 5 as well as knowledge of the credentialing process sufficient to obtain and maintain credentialing and privilege files for the facilities Medical Staff. Applicants **must clearly demonstrate in their application that they possess strong qualifications/experience required of this position.** Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are show under *“Brief statement of Duties”* above. The 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.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed 52 weeks of service no more than 1 grade lower than the position to be filled.

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

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**EVALUATION METHOD:** Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their applications/resumes or as a separate attachment. The information provided will be used to determine the **Best Qualified** candidates.

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

1. Knowledge and skill in using computer, printers, copier and fax machine to provide general medical records office support
2. Knowledge of medical terminology
3. Ability to effectively communicate (orally and in writing) with medical providers, nursing staff, medical records staff, pharmacy, supervisors and co-workers.
4. Knowledge of Privacy Act of 1974, HIPAA and the use of confidential information as a integral component of the position
5. Knowledge of Credentialing and Privileging Procedures.

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:**

**Merit Promotion Candidates (MP):** Applications will be accepted from status preference eligible candidates (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligible applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- **Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.**

**Veterans' Preference:** Veterans who are preference eligible and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. To claim veterans' preference, veterans should be ready to 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 information on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#) found in website [WWW.OPM.GOV](http://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 promotion procedures when the agency is seeking applications from outside of its own workforce.

**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 (218) 444-0467. The decision on granting reasonable accommodation will be on a case-by-case basis.

**TTY NUMBER IS 301.443.6394**

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## **HOW TO APPLY**

### **REQUIRED DOCUMENTS:**

1. Submit one of the following: SF-171, Application for Federal Employment (Rev 6-88); OF 612, Optional Application for Federal Employment; or a resume which must include information as defined in OPM Pamphlet, Applying for a Federal Job (OF 510). The OF-612 and the OF-510 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.
  - **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

### **REQUIRED DOCUMENTS (if applicable)**

3. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
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. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript [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).

8. 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](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.

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### **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  
Human Resources  
522 Minnesota Avenue NW,  
Bemidji, MN 56601

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:**

522 Minnesota Avenue NW,  
Bemidji, MN 56601

**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:**

[BEMHR@ihs.gov](mailto:BEMHR@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](http://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.

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#### **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 Geri Fox at (218) 444-0487.
- 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.

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