

TITLE, SERIES, GRADE: Human Resources Assistant (OA), GS-203-05/06/07

SALARY RANGE: GS-05: \$30,386 - \$39,501 per annum

GS-06: \$33,872 - \$44,032 per annum

GS-07: \$37,640 - \$48,933 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-07

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-KS-045

AREA OF CONSIDERATION: All Interested Candidates and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 05/11/07

CLOSING DATE: Open until filled

DUTY LOCATION(S): Department of Justice, Criminal Division, Human Resources Management Unit, Operations Staff, Washington, DC

NUMBER OF VACANCIES: 1 Position

THE CUT-OFF FOR THIS POSITION WILL BE THE END OF EVERY MONTH UNTIL THE POSITION IS FILLED

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity of serving as a Human Resources Assistant for the Criminal Division. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from counter-terrorism to fraud to computer crimes, and more. For more information regarding the work of the Criminal Division, please visit our website at: [www.usdoj.gov/criminal](http://www.usdoj.gov/criminal).

The U.S. Department of Justice, Criminal Division Human Resources Management Unit strives to provide excellence in support services to assist Sections and Offices within the Criminal Division with all personnel related issues. The Unit focuses on the needs of its customers and is committed to finding effective day-to-day and long-term solutions by combining human resources and programmatic expertise to address customers' needs.

We encourage you to learn more about joining our fast-paced work environment and become part of a dynamic team responsible for all facets of HR Operations work.

## JOB SUMMARY

- Processes and reviews recurring personnel actions for the HRM Staff through the EPIC system.
- Handles administrative responsibilities for the Criminal Division such as preparing separation documentation; determining benefit eligibility, creditable service, and follows-up on suspense actions (e.g., probationary and trial periods, WGIs, career-tenure, etc).
- Responds to Criminal Division personnel on routine questions in the areas of leave administration, Thrift Savings Plan, Federal Health Benefits Program and the Federal Employees Group Life Insurance eligibility, benefits and program features.
- Assists with recruitment program activities.
- Closes out merit staffing files.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: One or more years of related experience equivalent to the next lower grade.

SPECIALIZED EXPERIENCE is experience which is typically related to 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.

### AT THE GS-5 LEVEL:

One (1) or more years of related experience (equivalent to the GS-4 level in the federal service). Specialized experience is experience that demonstrates the knowledge of office methods and procedures as well as limited knowledge of an organization's programs to provide administrative assistance.

### AT THE GS-6 LEVEL:

One (1) or more years of related experience (equivalent to the GS-5 Level in the federal service). Specialized experience is experience that demonstrates the knowledge to successfully perform technical and administrative support functions in an office. In addition, this experience must demonstrate a limited knowledge of human resources management programs.

### AT THE GS-7 LEVEL:

One (1) or more years of related experience (equivalent to the GS-6 level in the federal service). Specialized experience is experience that demonstrates the knowledge to independently perform a full range of technical and administrative support functions in an office. In addition, this experience must demonstrate a comprehensive knowledge of the rules, regulations, and guidelines to provide human resource assistant to a human resources management program.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

**At the GS-05 Level:** Four-year course of study above high school leading to a bachelor's degree.

REQUIREMENT: Applicants must type at least 40 words per minute. Please indicate typing speed on resume, SF-171, or OF-612. Failure to annotate typing speed, will result in non-consideration for this position.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of processing personnel actions using the "Guide to Processing Personnel Actions".
- 2) Knowledge of an automated Personnel/Payroll System (for example, the National Finance Center System).
- 3) Knowledge of the Federal Employee Benefits Program.
- 4) Ability to research problems and recommend solutions regarding pay issues.
- 5) Ability to communicate orally.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

#### HOW TO APPLY:

-Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

-Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;

- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

#### WHERE TO SEND APPLICATIONS:

Applications and supplemental documentation can be e-mailed to:

[CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

#### NOTE:

- Relocation expenses are not authorized.

-Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs

- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.

- Applications mailed through the postal service must be received by the closing date of this announcement.

- Applications mailed in government franked envelopes will result in non-consideration for this

position. This also includes those sent through the internal mail.

- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- This is a permanent full-time position.

- If substituting education for experience, transcripts must be submitted.

- All qualifications for this position must be met by the closing date of this announcement.

- Failure to submit the requested information may result in a lower rating in the evaluation process.

- Time-in-grade requirements must be met by the closing date of this announcement.

- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.

- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Kim Smith

CONTACT PHONE: 202-514-8998

CONTACT E-MAIL: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV)

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