



# JOB OPPORTUNITY

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**Announcement Number:** 08-686 (Amended to extend closing date)  
**Position Title:** Printer Proofreader  
**Series and Grade:** KI-4403-00  
**Salary Range:** 32.08 PH  
**Promotion Potential:** None  
**Opening Date:** 10/02/08  
**Closing Date:** 10/31/08  
**Location of Position:** Production Department  
Pre-Press Division  
Proof and Copy Mark-up Section  
WASHINGTON, DC  
**Number of Openings:** Multiple  
**Type of Appointment:** Term Appointment, Not-to-Exceed 4 Years  
**Work Schedule:** Full-time, Shift 1  
**Who May Apply:** All U.S Citizens

**Make Your Mark** on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. As an agency we possess a diverse wealth of talent with employees representing many diverse administrative fields and trades. If you are an energetic, inventive individual looking for a challenging, yet rewarding career opportunity, GPO may be the place for you!

## **MAJOR DUTIES:**

The incumbent proofreads both straight and tabular matter to detect and mark all typographical, spelling, and style errors using standard proofreader marks and the Government Printing Office (GPO) Style Manual and procedures. Also, the incumbent revises galley corrections and page proofs, physically and/or electronically prepares copy for typesetting in accordance with GPO style and procedures. Proofreaders must meet existing GPO standards for quality and quantity. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen-out element to be considered eligible for this position: ***Ability to do the work of a Printer Proofreader without more than normal supervision.*** To meet this screen out, applicants must have completed a formal, recognized printing apprenticeship; or possess substantially equivalent practical experience in the composing trade. In addition, applicants must have subsequent journeyman experience in reading book, newspaper, or magazine proof for publication or general distribution. Applicants' journeyman experience must have provided them knowledge of printing composition technology, processes, and terminology, skill in using and interpreting standard proofreader marks, and skill in using personal computers and software related to the proofreading trade.

Applicants **are urged** to provide in the application package their total experience relating to reading proofs, giving specific examples of the kinds of material read and describing in sufficient detail their responsibilities in proofreading work (include length and percentage of time), and training (include length of time), which apply to each of the job elements listed below.

**All qualification requirements must be met by the closing date of this announcement.**

**Note 1:** Applicants who meet the qualifications described above must take an approved Office of Personnel Management (OPM) examination on **Saturday, November 22, 2008** in Washington, DC. Performance on this examination will determine candidates' ranking for selection.

**Note 2:** New hires will be assigned to Shift 1 (7:30 a.m. – 4:00 p.m.) for up to 3 months for orientation. Following the orientation period, new hires **may** be assigned to later shifts.

**Note 3:** Term Appointments are for a limited period of time lasting for more than one year, but not exceeding four years, for work that may include: project work, extraordinary workload, scheduled abolishment of a position, reorganization, funding uncertainty, contracting out the function. Term appointments are not permanent, and do not provide competitive status or reinstatement eligibility.

### **HOW YOU WILL BE EVALUATED:**

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

You should submit separate narrative response statements for each job element with your application package.

### **Job Elements for this position:**

1. Ability to do the work of a Printer Proofreader without more than normal supervision (**SCREEN-OUT**). Describe experience and training you have had that demonstrates your ability to work independently as a Proofreader. Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in performing proofreading duties and your level of independence.
2. Skill in using printing composition technology, processes and terminology.
3. Skill in using and interpreting standard proofreader marks, and accepted trade practices.
4. Ability to recognize and investigate erroneous printed information with research tools commonly used by proofreaders.
5. Knowledge of printing typefaces and layouts.
6. Ability to operate a personal computer and software applications applicable to the proofreader trade. (Provide a description of the specific software you have used and what proofreading activities you have performed with a personal computer.

## **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the **Job Elements** listed in this announcement.

### **STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address below by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information:**

NiCole B. Powell  
HC Consulting Services  
Phone: (202) 512-0096  
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a physical, eye examination, background check, reference check, and drug test prior to appointment. Physicals and eye exams are provided onsite at GPO. GPO will not pay for off-site physical/eye examinations.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**