



# MERIT PROMOTION JOB OPPORTUNITY

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**Announcement Number:** 08-707  
**Position Title:** Voucher Examiner  
**Series and Grade:** PG-0540-6  
**Salary Range:** \$35,392 - \$46,011 per annum  
**Promotion Potential:** None  
**Opening Date:** 11/14/08  
**Closing Date:** 11/28/08  
**Location of Position:** Finance & Administration  
Office of the Customer Service Controller  
Examination & Billing Branch  
**Number of Openings:** One  
**Type of Appointment:** Permanent (Career or Career-Conditional)  
**Work Schedule:** Full-time (Shift 1)  
**Who May Apply:** Permanent GPO Employees

## **MAJOR DUTIES:**

The incumbent serves as a “troubleshooter” Voucher Examiner researching cases and, as necessary, processing the most difficult vouchers and all types of exceptions. Duties include, but are not limited to, the following: Screens and examines incoming vouchers to determine whether all required supporting documents are attached and in order; completes all required forms and keeps a record of all audited vouchers; and ensures that expenditures are legal and in accordance with properly issued contracts and agreements. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must possess 52 of specialized experience equivalent to the PG-5 grade level. Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Specialized experience is defined as experience performing administrative tasks related to voucher examining, such as: securing missing facts, forms, receipts, or signatures; filing; coding; verifying requests made against the record of what was authorized; comparing requests and statements against various authorizing papers and records; and applying required regulations to examine and process invoices, vouchers and related documents.

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

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

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

**You must submit separate narrative response statements for each KSA with your application package.**

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Knowledge of applicable regulations, procedures, and task-related terminology used in processing vouchers.
2. Skill in performing basic arithmetic functions and verifying amounts on calculator.
3. Skill in operating 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:** 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.

**STEP 3:** Prepare separate narrative responses to each of the KSAs listed in this announcement.

**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.**

**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.**