



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-703
Position Title: Printing Plant Worker (Bindery)
Series and Grade: KX-4401-03
Salary Range: \$19.29 - \$20.66 PH + 10% Night Rate
Promotion Potential: None
Opening Date: 11/13/08
Closing Date: 11/26/08
Location of Position: Plant Operations
Office of the Production Manager
Binding Division
Digital Print Center, Washington, DC
Number of Openings: One
Type of Appointment: Permanent (Career or Career-Conditional)
Work Schedule: Full-time, Shift 2
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

Assists Graphic Processor Operators by performing the following duties: Catches book blocks off of the Océ Machine. Spot checks work for defects (i.e., faded print, misaligned margins, etc.). Informs operator/supervisor of any defects or discrepancies. Uses jogger to align book blocks. Counts and palletizes book blocks. Label pallets with book block quantity and assigned jacket number. Packages completed jobs; Uses offline finishing equipment (i.e., tape binder, velo binder, coil binder, unbinder, GBC machine, shrink wrap, 3 hole drill, collator, etc.) as specified by jacket instructions. Performs administrative duties such as: properly filling out receipts to forward to appropriate personnel; updating internal and external receipt records; checking receipts against labels and operator logs to verify adherence to customer requests; organizing and monitoring inventory of materials and supplies. Uses word processing software to generate labels, containing required customer information, and makes boxes for packaging and transporting completed jobs to various areas, in accordance with instructions. Operates hand trucks and hydraulic scissor jacks, to obtain and deliver supplies and completed work. Maintains workspace by cleaning, sweeping, and removing waste as needed. Communicates effectively with supervision, co-workers and customers. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***The ability to do the work of a PPW (Bindery), without more than normal supervision.*** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position. These duties require skill in gathering, checking, finishing, and distributing signatures; and maintaining a variety of materials and supplies.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to do the work of a Printing Plant Worker (Bindery) with normal supervision. **(SCREEN OUT)**. Describe experience and training you have had that demonstrates your ability to work independently as a Printing Plant Worker. Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in performing binding duties. (#1)
2. Ability to gather and inspect production materials to ensure proper sequential order and recognize improperly processed items and materials.
3. Ability to safely handle loads and perform work involving continuous physical activity, such as prolonged standing, bending, stooping, and reaching.
4. Ability to safely operate materials handling equipment such as hand trucks, labor savers, and hydraulic scissor jacks to handle weights and loads.
5. Ability to follow oral and written instructions.

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 the attached Special Application Form.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

STEP 3: 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 (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) 512-1308
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 will not pay relocation costs.

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.

THIS IS A PERMANENT POSITION WHICH REQUIRES CIVIL SERVICE STATUS

Special Application for the Following Vacancy:
 Printing Plant Worker (Bindery)
 Production Department, Binding Division,
 Digital Print Center

Vacancy Announcement Number: 08-703
 Open: 11/13/08
 Close: 11/26/08

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

1. Have you ever worked in a production environment where you had to use offline finishing equipment while keeping pace with operations?

_____ Yes _____ No

If yes, please explain in detail:

a. What were your responsibilities?

b. What precautions were taken to ensure proper sequence?

c. Where did you acquire this experience?

d. For what period of time did you perform this type of work?

_____ Years _____ Months

2. Have you ever worked in a position where you had to be alert to recognize improperly processed items?

_____ **Yes** _____ **No**

If yes, please explain in detail:

a. What were your responsibilities in recognizing improperly processed items?

b. What steps did you take if you found items improperly processed?

c. Where did you acquire this experience?

d. For what period of time did you perform this type of work?

_____ **Years** _____ **Months**

3. Have you ever worked in a position where you were responsible for inspecting items?

___ **Yes** ___ **No**

If yes, please explain in detail:

a. What kind of items did you inspect?

b. Why was it important to inspect these items?

c. What steps did you take if you found any discrepancies?

d. Where did you acquire this experience?

e. For what period of time did you perform this type of work?

_____ **Years** _____ **Months**

4. Are you able to perform the following physical activities on a full-time basis?

Walking _____ Yes _____ No

Bending _____ Yes _____ No

Reaching _____ Yes _____ No

Stooping _____ Yes _____ No

a. Are you able to perform tasks involving heavy lifting?

_____ Yes _____ No

b. How many pounds are you able to lift and/or carry on a regular basis? _____ lbs

c. What safety precautions must you observe while lifting?

5. Have you ever held a position that required you to operate a hand truck or other materials handling equipment?

_____ **YES** _____ **NO**

If yes, please explain in detail:

a. What was your position title?

b. What types of trucks and/or other materials handling equipment did you operate?

c. What were your responsibilities in operating the equipment?

d. Where did you acquire this experience?

e. What period of time did you perform these duties?

_____ **YEARS** _____ **MONTHS**

6. Have you ever worked in a position where you had to observe safety precautions and/or procedures?

(If yes please check the appropriate boxes below as to the type of award(s) received. For each type specify the years received and whether or not it was a Cash Award.)

Note: Letters of Appreciation are NOT considered as awards and should not be listed?

<u>AWARDS</u>	<u>YEAR(S) RECEIVED</u>	<u>CASH AWARD</u>
_____ Outstanding Performance Award	___ ___ ___ ___	_____
_____ Special Achievement Award	___ ___ ___ ___	_____
_____ Quality Step Increase	___ ___ ___ ___	_____
_____ Approved Suggestion	___ ___ ___ ___	_____
_____ Other GPO Awards (give names)	___ ___ ___ ___	_____

9. Have you ever taken courses or training that was related to the position for which you are applying?

_____ **Yes** _____ **No**

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours Received</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate of Completion</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have **answered every question**. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____ Date: _____