



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement No: USUN-0262
Position Title: Secretary (OA)
Office and Location: Office of the U.S. Rep.
Series and Grade: GG-318-08
Salary Range: \$45,528 - \$59,186
Promotion Potential: NONE
Opening Date: 12/08/08
Closing Date: 12/19/08
Supervisory: No

Security Clearance Required: If selected must be able to obtain and maintain Top Secret Security Clearance

Relocation Expenses: will not be paid

Area of Consideration: ALL SOURCES

Comments: (1)* This is an Excepted Service Appointment NTE 2 yrs (* MAY BE EXTENDED BASED ON AVAILABILITY OF FUNDS (2) Incumbent will be subject to random drug testing.

DUTIES: This position is located in the Executive Office of the U.S. Mission to the United Nations. Serves as secretary to the Chief of Staff and back-up secretary to the U.S. Representative.

- Responsible for providing the full range of secretarial duties. Drafts and types telegrams, memoranda, and letters. Assists in researching background materials (bios, et el) for the U.S. Rep and DPR's meetings
- Establishes, organizes, maintains, researches files, records, manuals, handbooks and other related material in accordance with requirements
- Serves as a source of information on secretarial and administrative policies and procedures, ensuring that practices and procedures used by secretarial staff is consistent with Mission's and the U.S. Rep's requirements and style.
- Handles all incoming invitations to the Ambassador; maintains a matrix with logs and keeps track of all incoming invitations. Handles follow up and making sure someone from USUN will attend the event.
- Greets and screens all visitors and callers to the Section. Determines the nature and purpose of the call or visit, handles matters personally without further referral and determines if the Special Assistant or a staff member needs to respond to the call or visitor.
- Maintains effective and tactful contact and oral communications with UN officials.
- Assists with travel arrangements for the Permanent Representative, prepares invitational travel forms, air and hotel reservations.
- On a day-to-day basis, backs up assistant to DPR, which includes exercising control of the DPR's appointments and calendar, preparing briefing materials, answering his phone calls, processes representational claims. In the absence of DPR's assistance, works full time for DPR.
- Provides administrative assistance to Special Advisor to the Ambassador.
- Serves as Duty Secretary in the Mission on a rotational basis, and if needed may be called at any time to serve in the Executive Office. Pays particular attention to the proper handling of classified material.

QUALIFICATION REQUIREMENTS: Applicants must have the required experience or education as described below and meet any selective factors, when specified.

Basic Requirements: Candidates must meet the basic requirement for the Clerical and Administrative Support Positions outlined in the OPM Qualification Standards and must be able to type at least 40 wpm. In addition to the basic requirements:

Candidates must have at least one (1) year specialized experience equivalent to the GS-7 grade level, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. To be creditable, specialized experience must demonstrate the following:

- A strong foundation in administrative and secretarial concepts and practices.
- Skill in maintaining effective and tactful contact and oral communications with important officials.
- Ability to control and review correspondence for spelling, grammar, punctuation and procedural requirements;
- Ability to schedule and coordinate meetings and travel, manage the flow of visitors and telephone calls' maintain a supervisor's calendar;
- A qualified typist is required.

Applicants must meet all qualification requirements, including time-in-grade requirements for current federal employees, by the closing date of the announcement.

IN ADDITION TO THE RESUME - Knowledge, Skills and Abilities (KSAs) will be used in the rating process. To receive maximum consideration, applicants should submit a supplemental statement with a narrative description of their experience, education, training, outside activities and awards related to each KSA. (Provide a good example what you have been doing in each capacity that would qualify you for this position and submit via FAX or e-mail.)

RANKING FACTORS (KSAs) : Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, training, awards and supervisory appraisal indicate they possess the knowledge, skills, and abilities described below.

RANKING FACTORS:

1. Knowledge of English grammar, spelling, punctuation, and required formats in order to independently correct and release correspondence without further review from Supervisor.
2. Skill in operating Office Automation systems in order to perform a variety of programs such as Microsoft Office Word, Microsoft Outlook, Excel and Power Point.
3. Ability to communicate orally in order to provide information on a full range of inquiries.
4. Ability to establish priorities in order to meet required deadlines.

COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED. ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

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 the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, 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 a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. You can fax **applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit a current performance appraisal** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible **must submit** proof of eligibility.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. For maximum consideration all applicants **should** submit information that addresses the ranking factors on the front of this announcement.
6. For an electronic copy of this vacancy announcement and OF-612 Federal Application, see the U.S. Mission to the UN Web Site at <http://www.un.int/usa>.

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/PER BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE DEPARTMENT OF STATE

WHERE TO APPLY

SEND MAIL TO: U.S. Mission to the United Nations, 140 East 45 Street, New York, NY 10017, Attn: Human Resources Unit, Room-415
E-MAIL ADDRESS: USUNHRO2@State.gov, FAX 212-415-4393. FOR QUESTIONS ABOUT THIS JOB: Sheila Taharally 212-415-4217

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to as about citizenship, military service, etc.



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U.S. Department of State
New York, NY