

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OCA-2008-0318
(PLEASE INCLUDE THIS NUMBER ON ALL APPLICATION MATERIAL)

OPEN DATE: 3/1/2008 **CLOSING DATE: 12/31/2008**
Applications must be received by the closing date. Late applications will not be considered.

POSITIONS TO BE FILLED: SECRETARY (OFFICE AUTOMATION)

PAY BAND, SERIES, AND GRADE OF POSITIONS TO BE FILLED: YB-0318-01/02

WHERE POSITION IS LOCATED: Department of Defense Education Activity, Department of Defense Dependents Schools Europe, VARIOUS LOCATIONS

SALARY RANGE: \$16,880 to \$56,973 per annum. Salary will be set based on duties of the position.

YOU MAY APPLY IF YOU ARE:

- A U.S. Citizen Family Member residing in the local commuting area.
- A Military Spouse Eligible residing in the local commuting area.

Local commuting area is defined as the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work based on the generally held expectations of the local community. (5 CFR 575.203)

Management may elect to fill positions with non-competitive applicants such as VRA, 30% or more disabled veterans, and reinstatement eligibles or current career or career-conditional employees. Please contact your local Human Resources Office for more information.

MAJOR DUTIES:

This announcement is used to fill the following positions. These positions may be permanent, temporary, full-time, part-time, or seasonal.

SECRETARY (OA), YB-0318-01
PD# S9266

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position serve as the principal clerk of the school, providing administrative assistance to the Principal, staff, and faculty. Performs a variety of office support duties, e.g. receives telephone calls or visitors, answers questions and provides information of a routine nature based on knowledge of programs and operations. Maintains supervisor's calendar, prepares and types documents and correspondence. The school secretary interacts with students and parents to resolve problems. Performs duties unique to school environment including; Personnel and payroll coordination, computer area security, key control, records management, and Substitute teacher's coordination.

SECRETARY (OA), YB-0318-01
PD# 9267

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position serve as personal assistant/secretary to the school principal/supervisor and coordinates other clerical works for the assigned office staff. Performs a variety of office support duties, e.g. receives telephone calls or visitors, answers questions and provides information of a routine nature based on knowledge of programs and operations. Maintains supervisor's calendar, prepares and types documents and correspondence. The school secretary interacts with students and parents to resolve problems. Performs duties unique to school environment including; personnel and payroll coordination, computer area security, key control, and records management. Responsible for maintaining an accurate Substitute teacher roster.

SECRETARY (OA), YB-0318-01
DISTRICT LEVEL POSITION
PD S9354

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position serves as the principal clerk of the work unit, providing clerical and administrative assistance to the supervisor and the staff. Receives visitors and telephone calls to the office, determines nature of request and directs callers to appropriate staff, or personally provides desired information when the request involves routine or procedural office matters. Responds to routine and non-technical requests for information such as status of reports, suspense dates for matters requiring compliance, and similar information readily available from files. Receives incoming correspondence and screens material prior to distribution for suspense dates, establishes controls and follows up for the supervisor. Requisitions office supplies, equipment, and publications, etc. May serve as timekeeper for the work unit.

SECRETARY (OA), YB-0318-02
DISTRICT LEVEL POSITION
PD# 9353

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform and coordinate all the clerical and administrative support work typically required to accomplish the District's mission. Coordinates the work of the office with the work of other offices and recognizes the need for such coordination. Assists office staff in the procedural aspects of expediting work by helping subordinates for the collection and submission of data, and assembling data into reports. Maintains the Superintendent's calendar, makes arrangements for meetings and conferences, makes travel arrangements, reservations and notifies officials to be visited. Assembles and submits reports of staff-time charges in a timely manner and maintains personnel timecards.

QUALIFICATION REQUIREMENTS:

Click on link below to view qualification standard.

[General Schedule](#)

Candidates must meet experience requirements, education substitution, or a combination of experience and education to qualify. Under NSPS, general or specialized experience required at the next lower "grade" by OPM Qualification Standards is defined as experience at the next lower pay band or equivalent under the General Schedule (GS) or other pay systems. In all cases, the quality of experience must clearly demonstrate the possession of the knowledge, skills and abilities and/or competencies necessary for successful job performance. Examples of general experience include: progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. In addition, for positions requiring office automation skills, your application should reflect your experience using computers and other related office automation equipment and identify the kinds of word processing or other software programs you have used. Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office administrative functions and processes, e.g. maintaining appointment calendars, arranging travel and conferences, meeting and greeting visitors, establishing and maintaining files and records, finalizing correspondence and other written materials.

Quality of experience relates to how closely or to what extent an applicant's background and recency of experience, education, and training are relevant to the duties and responsibilities of the announced position. Candidates must have the knowledge, skills, abilities and competencies to successfully perform the work of the position at the appropriate level.

NSPS positions are excluded from time-in-grade restrictions. This does not eliminate the qualification requirement.

TYPING PROFICIENCY: Positions designated as Office Automation, designated by title containing parenthetical OA, will require the skills of a qualified typist. These positions require typing speed of at least 40 words per minute. Be sure your application reflects your typing skill (words per minute).

METHOD OF REFERRAL

Qualified candidates will be referred for employment consideration in accordance with governing laws, regulations, and procedures. Based on information submitted in your application, DoDDS Human Resources staff will determine your qualifications, status, eligibility, and employment category that includes Veterans' Preference eligibility as well as your eligibility for Military Spouse and Family Member preference.

Candidates who meet minimum experience and/or education requirements for the position(s) listed in this announcement will be further evaluated against established criteria which demonstrates how well they possess the specific knowledge, skills, and abilities determined to be necessary for successful job performance for each position. Candidates then referred for consideration will be placed into one of the three categories listed below:

1. **Best Qualified Candidates:** These are candidates that possess exceptional and directly related experience specific to the position being considered for.
2. **Highly Qualified Candidates**. These are candidates that possess good or some similar work experience related to the position being considered for.
3. **Qualified Candidates**. These are candidates that meet the basic qualification requirements of the position as indicated in the OPM's Operating Manual, Qualification Standards for General Schedule Positions.

PAY, BENEFITS AND WORK SCHEDULE:

YOUR PAY WILL BE SET WITHIN THE RANGE SPECIFIED IN THIS VACANCY ANNOUNCEMENT AND WILL BE BASED ON THE REQUIREMENTS OF THE POSITION, YOUR QUALIFICATION, EDUCATION, EXPERIENCE, TRAINING, AND THE AVAILABILITY OF FUNDS.

All candidates must be U.S. Citizens and reside within the local commuting area of where the position is located.

Applicants must be U.S. citizens who are not considered Ordinarily Residents under the applicable Status of Forces Agreement (SOFA). An ordinarily resident is anyone who has lived in the host country longer than the allowed number of days without being a member of the forces assigned, civilian component or a family member of either the fore mentioned or who has obtained a work permit for any duration. Ordinarily Resident Restrictions apply and vary depending upon the host nation.

Maps showing the geographical locations of the various schools throughout DoDDS-Europe can be found at:
<http://www.eu.dodea.edu/maps.htm>

Typically these positions are full time and year-round or seasonal.

Living Quarters Allowance (LQA) and payment of travel and transportation expenses are not authorized.

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

GENERAL INFORMATION:

Applications will be rated and registered as received. Applications will be referred when vacancies become available.

Certain local family member appointments are tied to the sponsor's rotation date on a Not-To-Exceed (NTE) basis. Family member appointments may not exceed two months after an employee is no longer considered a family member within the local commuting area due to PCS or divorce of sponsor or in the case of a child age 21 (or 23 if in college full-time).

Applicants appointed to a full time continuing position will have their current application inactivated. Applicants may re-submit a new application after their current application is inactivated if so desired. Applicants appointed to a temporary and/or part time position under this announcement will continue to receive consideration for full time continuing positions for which applied and qualified for under this announcement. For example, if selected for a temporary appointment, applicants will continue to be considered for full time continuing appointments provided they meet qualifications.

CONDITIONS OF EMPLOYMENT:

Applicants may be required to complete a 1-year probationary period.

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

Selectee must undergo Background Checks IAW DoDI 1402.5 (e.g. Local Files Check, State Criminal History Records Check, and National Agency Check Inquires). Employment in these positions is subject to successful completion of a background security investigation and favorable adjudication. Failure to successfully meet/maintain these requirements may be grounds for termination.

Selectee will be required to have an Italian Visa/Soggiorno if position is located in Italy and a Visa if position is located in the United Kingdom.

TO APPLY, YOU MUST SUBMIT:

Please visit www.eu.dodea.edu/hr/ for a complete application package. The announcement number must be provided on all application materials.

Applicants are responsible for ensuring that contact information is accurate and clearly evident in the application. Contact information should include current address, telephone and/or cell phone numbers, and email addresses.

Optional Application for Federal Employment (OF-612), résumé, OR any other written format, including the Standard Form 171, Application for Federal Employment THAT INCLUDES THE FOLLOWING INFORMATION:

- Announcement number, title and grade of the position(s) for which you desire employment.
- Citizenship status and social security number.
- Your highest Federal civilian grade held, job series, and dates of employment, if you are a current or former Federal employee.
- Total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week. Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.
- Job-related training courses (title and year).
- Job-related skills.
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments (give dates-but do not send documents).

YOU MUST ALSO SUBMIT:

1. Education will be credited only when a copy of college transcripts is provided. To receive credit for education gained in a foreign institution, you must submit proof that it is equivalent to a United States education program. If you qualify based on education, and are selected, you will be required to provide official transcripts.
2. If you are not using the Standard Form 171, Application for Federal Employment, then a [Declaration for Federal Employment \(OF-306\)](#) should also be submitted.
3. If you are applying for family member employment, a copy of your sponsor's Permanent Change of Station (PCS) orders authorizing movement of family member to the overseas command, or other appropriate documentation (such as a statement of command sponsorship) to support family member status must be submitted to receive consideration.
4. If you are applying for military spouse preference, a completed [Questionnaire for Military Spouse Preference](#) and copy of your sponsor's permanent change of station (PCS) orders authorizing movement of spouse to the overseas command, or other appropriate documentation to support spousal preference must be submitted to receive consideration.
5. All applicants must submit a [Pre-Employment Questionnaire](#) to Determine Eligibility for Employment form.
6. Please use the [Application Checklist](#) to ensure you have all documents prior to submission.

ALL REQUIRED FORMS MAY BE FOUND AT www.eu.dodea.edu/hr/.

APPLICATIONS WILL NOT BE RETURNED. PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS. INCOMPLETE APPLICATIONS WILL NOT RECEIVE CONSIDERATION.

Applications may be submitted by mail, fax or email to the appropriate District Human Resources Office as indicated below.

Applications must be scanned using Adobe Acrobat into a single file attachment in “.pdf” format. **APPLICATIONS SENT VIA EMAIL HAVING MORE THAN ONE ATTACHMENT OR ATTACHMENTS IN ANY OTHER FORMAT WILL NOT BE CONSIDERED.** You will receive verification within 48 hours of receipt of your electronically submitted application.

BAVARIA DISTRICT HR OFFICE, ANSBACH, GERMANY

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)
DODDS-BAVARIA DISTRICT
UNIT 28614
ATTN: HUMAN RESOURCES OFFICE
APO AE 09177

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)
DODDS-BAVARIA DISTRICT
ATTN: HUMAN RESOURCES OFFICE
BARTON BARRACKS
MEINHARDSWINDENER STR. GEB 5254/2
91522 ANSBACH, GE

Applications can be faxed to commercial (49) 981-183-440 (if calling from outside of Germany) or 0981-183-440 (if calling within Germany), or by DSN: 468-7440

Applications may be sent by email to Bavaria.Applicants@eu.dodea.edu.

For further information on the Bavaria District HR Office, please contact 0981-813-414/415

HEIDELBERG DISTRICT HR OFFICE, HEIDELBERG, GERMANY

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)
DODDS-HEIDELBERG DISTRICT
UNIT 29237
ATTN: HUMAN RESOURCES OFFICE
APO AE 09102-9237

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)
DODDS-HEIDELBERG DISTRICT
ATTN: HUMAN RESOURCES OFFICE
GETTYSBERG, GEB 4517
PATRICK HENRY VILLAGE
69124 HEIDELBERG, GE

Applications can be faxed to commercial (49) 6221-677331 (if calling from outside of Germany) or 06221-677331 (if calling within Germany)

Applications may be sent by email to Heidelberg.Applicants@eu.dodea.edu.

For further information on the Heidelberg District HR Office, please contact 06221-677322

ISLES DISTRICT HR OFFICE, FELTWELL, UNITED KINGDOM

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)
DODDS-ISLES DISTRICT
ATTN: HUMAN RESOURCES
UNIT 5185, BOX 470
APO AE 09461-5470

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)
DODDS-ISLES DISTRICT
ATTN: HUMAN RESOURCES
BUILDING 30, RAF FELTWELL
NR. THETFORD
NORFOLK IP26 4HL
UK

Applications can be faxed to commercial (44) 1638-527-037 (if calling from outside of UK) or 01638-527-037 (if calling within UK), or by DSN: 226-7037

Applications may be sent by email to Isles.Applicants@eu.dodea.edu.

For further information regarding the Isles District HR Office, please call 01638-52-7333

KAISERSLAUTERN DISTRICT HR OFFICE, KAISERSLAUTERN, GERMANY

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)
DODDS-KAISERSLAUTERN DISTRICT
UNIT 3405
ATTN: HUMAN RESOURCES OFFICE
APO AE 09021

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)
DODDS-KAISERSLAUTERN DISTRICT
ATTN: HUMAN RESOURCES OFFICE
KAPAUN AIR STATION, GEB. 2786
67663 KAISERSLAUTERN, GE

Applications can be faxed to commercial (49) 631-98762 (if calling from outside of Germany) or 0631-98762 (if calling within Germany).

Applications may be sent by email to Kaiserslautern.Applicants@eu.dodea.edu.

For further information regarding the Kaiserslautern District HR Office, please call 0631-536-7013 or DSN 489-7013

MEDITERRANEAN DISTRICT HR OFFICE, VICENZA, ITALY

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)
DODDS-MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
ATTN: HUMAN RESOURCES OFFICE
APO AE 09630-0011

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)
DODDS-MEDITERRANEAN DISTRICT
ATTN: HUMAN RESOURCES OFFICE
VIALE DELLA PACE, EDIFICIO 307
36100 VICENZA, ITALIA

Applications can be faxed to commercial (39) 0444-71-8721 or by DSN: 634-8721

Applications may be sent by email to Mediterranean.Applicants@eu.dodea.edu.

For further information regarding the Mediterranean District HR Office, please call (39) 0444-71-8038 or DSN 634-8038

IF YOU ARE AN ELIGIBLE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) APPLICANT, YOU MUST SUBMIT THE NARRATIVE RESPONSE TO THE RANKING FACTORS, PROOF OF ELIGIBILITY, AND YOUR MOST RECENT PERFORMANCE APPRAISAL.

APPLICATIONS RECEIVED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT RECEIVE CONSIDERATION, AND APPLICANTS ARE REMINDED OF THE LEGAL PROHIBITION AGAINST THE USE OF SUCH ENVELOPES OR OTHER GOVERNMENT PROPERTY FOR OTHER THAN OFFICIALLY APPROVED ACTIVITIES. THESE PROHIBITIONS ARE CONTAINED IN 5 USC 735.205, 39 USC, AND 18 USC.

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NON-AFFILIATION, MARITAL STATUS, RACE, COLOR, CREED, GENDER, AGE, SEXUAL ORIENTATION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY OR ANY OTHER NON-MERIT FACTOR. REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.