



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2009-01

Opening Date: January 5, 2009

Closing Date: January 16, 2009

Area of Consideration: Student Temporary Employment Program (STEP) - Individuals enrolled or accepted for enrollment as a degree seeking student and is taking at least a half-time academic/vocational or technical course load in an accredited high school, technical or vocational school, 2 year of 4 year college or university, graduate of professional school may apply for consideration.

Position Title, Series, And Grade Level: Office Automation Clerk
GS-0303-5

Type of Appointment: Part-time (not-to-exceed 20 hours per week)

Number of Positions: One

Salary Range: \$33,269 to \$43,251 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW – Suite 900
Washington, D.C. 20036-3457

MAJOR DUTIES:

This position is located in the Office of Administration. The incumbent serves as Office Automation Clerk with responsibility for providing clerical support to various program areas (procurement, contracting, human resources, budget, support services, etc.) to assist with keeping the work of the office flowing smoothly.

The incumbent is responsible for performing the following duties:

- 1) Receiving telephone calls and visitors to the Office of Administration. Responding to inquiries of a non-technical nature, referring more technical inquiries to a supervisor or staff member;

- 2) Serving as primary back-up for receiving telephone calls and visitors to the Review Commission's central receptionist desk. This also includes sorting and distributing mail to various offices and using a postage meter to download postage;
- 3) Sorting and arranging materials (correspondence, reports, forms, regulations, etc.) and filing those materials in alphabetical, numerical, or chronological order;
- 4) Assisting with budget and procurement projects that include entering requisitions in to a computerized system, mailing of purchase orders, as well as entering budget information into an automated database;
- 5) Preparing a variety of periodic and special reports utilizing data from files;
- 6) Typing from plain copy or rough draft a variety of documents using a variety of office automation software, e.g., database, spreadsheet, and word processing;
- 7) As required, compiling information, and generating cumulative, statistical, tabular, narrative and graphic reports. Following correspondence manuals and other established procedures and regulations governing format, writing style, and arrangement of documents. Proofreading and editing typed work for completeness, clarity, and corrections;
- 8) Operating duplicating equipment. Using a computer and duplicating machine to electronically scan documents;
- 9) Assembling and stapling copied materials. Organizing and creating documents for a centralized filing system. Distributing completed work; and
- 10) Assisting OA staff with mailing documents, ordering supplies, and other miscellaneous clerical tasks.

Qualifications:

Applicants must meet the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions. These standards are available in any Federal Personnel Office for review and on OPM's website: www.opm.gov/qualifications

Specialized Experience: Applicants must have one year of specialized experience equivalent to the GS-4 grade level in the federal service. Specialized experience is defined as experience that equipped you with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled – Knowledge of clerical practices such as opening/distributing mail, maintaining filing systems; ability to communicate orally and in writing; knowledge of grammar, spelling, punctuation, and proper format to prepare and edit documents and materials; and ability to operate a variety of electronic office automation equipment such as computers.

In lieu of the specialized experience requirements you may substitute the following education: Successful completion of 4 years of education above high school from an accredited college or university.

Education Substitution: If you are substituting education for experience, it is your responsibility to provide documentation or proof that you have met the applicable educational provisions. An official transcript; statement from the institution's registrar, dean, or other appropriate official; or equivalent documentation (OPM Form 1170 or a list of completed college courses) is acceptable.

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills, abilities and other characteristics for this position.

How to Apply: You may send your application by e-mail or regular mail. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).

Mail to: Linda Beard, Human Resources Specialist
U. S. Occupational Safety and Health Review Commission
1120 20th Street, NW, 9th Floor
Washington, DC 20036-3457
Telephone Number: (202) 606-5393
E-mail: lbeard@oshrc.gov

To receive consideration, you must submit all of the following:

- Optional Application for Federal Employment, OF-612, or a Resume. [Note: An electronic version of the OF-612 is available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. If you decide to submit a resume, rather than the OF-612, you must include the following information:
- Vacancy Announcement Number, and title and grade of the position for which the application is being made.
- Personal information: full name, mailing address with zip code, day and evening phone numbers, social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- Education: High school name, city and state; colleges or universities attended, city and state, majors and type and years of any degrees (if degree not attained, total credit earned in semester or quarter hours, as applicable).
- An official college transcript.
- Work experience: Job title, duties, accomplishments, employer name and address, supervisor's name and phone number, starting and ending dates (month and year), hours

per week, salary, and whether or not your current supervisor may be contacted. [Please prepare a separate entry for each position held.]

- Other qualifications: job-related training courses (title and year), job-related skills, job-related certificates and licenses, job-related honors, awards, and special accomplishments.
- A supplemental statement describing experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.

All application materials must be received by the closing date of this announcement. Failure to provide complete information will result in the applicant not receiving consideration for this position. Please do not submit additional, unsolicited materials or original documents that you may need in the future. Applications will become part of the staffing case file and will not be returned.

General Information:

- This position is in the excepted service. It is excluded from provisions of the career transition assistance program.
- You must be at least 16 years of age at the time of appointment.
- Position is part-time not-to-exceed 20 hours per week.
- All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.
- A preliminary security background check is required for this position.
- United States Citizenship is required.
- Applications will not be accepted in postage paid Government envelopes.
- Male applicants born after December 31, 1959, are required to complete a Certification Statement for Selective Service Registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

Veterans Preference:

If claiming Veteran's Preference - Proof of Military Discharge (DD-214), and current verification of service-connected disability (if applicable). Note that recent change in legislation has expanded the eligibility for veteran's preference. To insure consideration, be sure to provide DD-214s to document all active duty time periods. To claim preference as a result of a service-connected disability, please provide a Standard Form 15 (Application for 10-Point Veteran Preference) and the documentation specified on the back of the form. You MUST provide documentation dated within the past 12 months which verifies the current status of your "service-connected disability" or other entitlement to the 10-point preference. If such up-to-date documentation is not provided, the 10-point preference cannot be given. The SF-15 can be found on the internet at www.opm.forms.html

Reasonable Accommodation:

The Review Commission provides reasonable accommodation to applicants with disabilities when appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Determinations on requests for reasonable accommodation will

be made on a case-by-case basis.

Equal Employment Opportunity:

The U. S. Occupational Safety and Health Review Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for selection without regard to race, religion, color, national origin, gender, political affiliation, handicap, or any other non-merit factor.