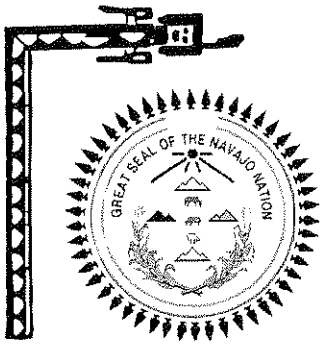


DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT
NAO-09-01

OPENING DATE
01/09/2009

CLOSING DATE
01/23/2009

POSITION
Secretary (OA)

LOCATION AND DUTY STATION
Division of Biomedical Engineering
Navajo Area Indian Health Service
St. Michaels, Arizona

GRADE/SALARY
GS-6 \$34,300 - \$44,589 per annum
GS-5 \$30,772 - \$40,005 per annum

NUMBER OF VACANCIES
One Vacancy

<u>APPOINTMENT</u>	<u>WORK SCHEDULE</u>	<u>AREA OF CONSIDERATION</u>	<u>PROMOTION POTENTIAL</u>
Permanent	Full Time	Commuting Area	Yes, if selected at GS-5

<u>SUPERVISORY/MANAGERIAL</u>	<u>HOUSING</u>	<u>TRAVEL/MOVING</u>
No supervisory responsibility	None, private housing only	No expenses paid

DUTIES: This position is located in the Division of Biomedical Engineering under the Office of Environmental Health and Engineering, Navajo Area IHS. The incumbent performs secretarial and administrative assistant duties for the Navajo Area Division of Biomedical Engineering and eight Service Unit Biomedical Programs. Incumbent acts with independence in the performance of duties and performs the office activities, which would otherwise require the attention of the supervisor. Receives telephone calls and visitors, referring callers directly to supervisor, or redirecting them to more appropriate staff. Receives and controls mail, routing items directly to the appropriate Staff for action, assembling background information before routing mail to the supervisor and notifying the supervisor of pending delays and their reasons. Reviews outgoing correspondence for signature of the supervisor for proper format, conformance with procedural instructions, grammar, typographical accuracy and necessary attachments. Organizes and maintains files and records, manuals, handbooks, and other related materials. Assists in implementing supervisors intentions by explaining reporting requirements to subordinates and arranging for timely submission of required information. Searches for, assembles and summarizes information as required from files and documents as requested by the supervisor or in anticipation of the supervisor's needs. Arranges for meetings, including making reservations for meeting rooms and notifying all participants. Advises individuals concerned when appointments must be rescheduled, arranging mutually convenient times for new appointments and informing the supervisor of pending appointments, meetings and other commitments. Makes travel arrangements for supervisor and staff, contacting travelers en-route to relay information, and prepares travel orders, travel vouchers and reports. Carries out most administrative duties independently of supervisor's direction. This position is responsible for monitoring the Division of Biomedical Engineering budget for office travel, training, impact purchases and other related costs involving budget. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC QUALIFICATIONS: Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-04 grade level to qualify for the GS-05 grade level and 52 weeks of specialized experience equivalent to the GS-05 grade level to qualify for the GS-06 grade level.

SPECIALIZED EXPERIENCE: Experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and which are typically in or related to the position to be filled. Examples of the type of experience that will be credited are administrative assistant functions, meeting and dealing with customers, composing and typing correspondence, organizing and maintaining records and files, scheduling and maintaining supervisor's calendar, travel arrangements, knowledge of and skill in operating computers and software applications, telephone etiquette.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-05, Successful completion of 4 years above high school level in any field for which high school graduation or the equivalent is the normal prerequisite. This education must have been obtained in an accredited business, or technical school, junior college, college or university.

PROFICIENCY REQUIREMENTS: In addition to meeting experience or education requirements, applicants must present evidence of passing the typing proficiency test required by presenting a certificate of proficiency from a school or other organization authorized to issue such certificate attesting to the required degree of proficiency in typing (40 wpm typing speed; wpm are based on a five minute sample with three or fewer errors). Proficiency test results and certificates are acceptable for 3 years from the date of results. **TYPING PROFICIENCY CERTIFICATE MUST BE ATTACHED TO YOUR APPLICATION.**

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position grade GS-05 or below if:

1. The position is not more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-04 level to qualify for the GS-05 level and 52 weeks of service at the GS-05 level to qualify for the GS-06 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: IMMUNIZATION REQUIREMENT: - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: 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 agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standards for General Schedule Positions or IHS Excepted Service Qualification Standard, Series GS-318 for complete information. Substitution of education for experience will be made in accordance with those standards. **TO OBTAIN EDUCATIONAL CREDIT, APPLICANTS MUST SUBMIT OFFICIAL COLLEGE TRANSCRIPTS.** For more information, contact the Servicing Personnel Office.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Resume, OF-612 or SF-171, Application for Federal Employment, in item #1 whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more continuous service may apply.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM:

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury or illness, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of RIF separation notice retired on the effective date of the RIF and submits a SF-50, Notification of Personnel Action that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or

6. Received a notice of proposed removal for declining a transfer of function or directed reassignment outside the commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishments and degree of responsibility.

The KSAs in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Failure to submit this narrative may adversely affect your ranking for this position. Describe your qualifications in each of the following:

1. Knowledge of English grammar, spelling, punctuation, format and correspondence procedures.
2. Ability to meet, deal and communicate with a variety of individuals and groups.
3. Ability to work independently and/or under pressure.
4. Ability to organize data and maintain records, manuals, files and maintains follow-up control systems.
5. Ability to comprehend written material and to follow written and oral instructions.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

A copy of an official Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS", Form 4432, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

NOTE: "Declaration for Federal Employment" (OF-306) and Addendum must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW AND WHERE TO APPLY

All applicants must submit **ONE** of the following to the Navajo Area Indian Health Service, Division of Human Resources, P.O. Box 9020, Window Rock, AZ 86515-9020, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE OF THE VACANCY ANNOUNCEMENT. FOR MORE INFORMATION CONTACT:** Angela Segay, Human Resources Specialist, (928) 871-1421. **Electronic or telefax Resumes or applications will not be accepted.**

- 1) OF-612, Optional Application for Federal Employment; or SF-171, Application for Federal Employment; or Resume** or any other written application Format**. See ****INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS** outlined below.
- 2) OF-306, Declaration for Federal Employment.
- 3) BIA Form 4432, Bureau of Indian Affairs Preference Certificate or Certificate of Indian Blood issued by a Tribe authorized by P.L. 93-638, if claiming Indian Preference;
- 4) DD-214, Veteran's Preference Certification, if claiming Veteran's preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. *Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible;*
- 5) Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee;
- 6) Latest Performance Appraisal, if a *current* federal employee;
- 7) Official College Transcript, to show proof of undergraduate or graduate education.
- 8) Supplemental Questionnaire (KSA) - failure to submit this narrative may adversely affect your ranking for this position.

9) Certificate of Typing Proficiency.

****INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **MUST** contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #6 (High School), #7 (College and Universities) and #8 (Work Experience) would be used to evaluate your qualifications for this position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10-point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned).
10. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

NOTE: THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION. Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian Preference, education, training and/or experience.

ADDITIONAL SELECTIONS: Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959 and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service Systems.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

_____/S/ Angela Segay
PERSONNEL CLEARANCE

January 08, 2009
Date

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - **NAO-09-01**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
SECRETARY (Office Automation); GS-318-5/6

1. KNOWLEDGE OF ENGLISH GRAMMAR, SPELLING, PUNCTUATION, FORMAT AND CORRESPONDENCE PROCEDURES. This is the knowledge of English needed to properly prepare written correspondence and other documents, applying correct grammar, spelling, punctuation, formatting, and correspondence procedures, including correction of such items on drafts prepared by others. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS. This is the ability to establish and maintain effective working relationships by exercising tact, diplomacy and mature judgment in meeting and dealing with a variety of individuals and groups in a variety of situations. What in your background shows you possess this knowledge and ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO WORK INDEPENDENTLY AND/OR UNDER PRESSURE. This is the ability to independently work under pressure and changing conditions while meeting deadlines in a busy environment with constant interruptions. This includes the ability to work on his/her own initiative and organizing the work and properly determining priorities. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

- 4. ABILITY TO ORGANIZE DATA AND MAINTAIN RECORDS, MANUALS, FILES AND MAINTAINS FOLLOW-UP CONTROL SYSTEMS. This is the ability to maintain and assemble a wide variety of files, records and correspondence into an effective system of records. This includes the ability to locate case files, correspondence or any paper relating to the work of the office. This also includes the ability to maintain a system of follow-up for control purposes. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a name and current telephone number)

- 5. ABILITY TO COMPREHEND WRITTEN MATERIAL AND TO FOLLOW WRITTEN AND ORAL INSTRUCTIONS. This is the ability to fully understand written material, correctly interpret a variety of written material and to follow oral instructions with a minimum of instruction. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C-E-R-T-I-F-I-C-A-T-I-O-N

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

Signature of Applicant (Sign in Ink)

Date