

## Court Services and Offender Supervision Agency

### Staff Assistant (OA), GS-0303-05

<b>ANNOUNCEMENT NUMBER:</b>	OD-07-014(EH)(DEU)	<b>APPLICATION DEADLINE:</b>	3-6-2007
<b>JOB LOCATION:</b>	Washington, Dist of Columbia	<b>WORK SCHEDULE:</b>	Full Time
<b>SALARY RANGE:</b>	\$30,386.00-\$39,501.00	<b>OPEN DATE:</b>	2-21-2007
<b>TIME LIMIT:</b>	Permanent - No time limit	<b>WHO MAY APPLY:</b>	US citizens
<b>NUMBER OF VACANCIES:</b>	1	<b>PROMOTION POTENTIAL:</b>	05

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#### NOTES:

LOCATION: Court Services & Offender Supervision Agency (CSOSA), Office of the Director, Washington, DC.

AGENCY BACKGROUND INFORMATION: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

HOW TO APPLY: The primary method of applying for this vacancy is online via the Internet at [www.avuedigitalservices.com/csosa/applicant.html](http://www.avuedigitalservices.com/csosa/applicant.html). If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-16488-AVUE), and instructions for completing the form. No other form of application will be accepted.

Applicants submitting proof documents can electronically attach them, or scan and attach them to the employment application. If this is not possible, copies of documents can be faxed to 253-573-9869, or mailed to the following address: Court Services and Offender Supervision Agency (CSOSA), c/o Avue Technologies Corporation, ATTN: Direct Services, 1145 Broadway Plaza, Suite 800, Tacoma, WA 98402. All faxed or mailed proof documents must be identified with applicant's name and vacancy announcement number.

Applications and supporting documents must be received by 11:59 p.m. Eastern Standard Time on the closing date of the announcement to receive consideration.

Status applicants (those having career or career-conditional appointments): If you wish to be considered under Merit Promotion procedures, please submit another application under vacancy announcement )D-07-016(EH)(DEU).

This vacancy announcement may be used to fill future vacancies.

#### DUTIES:

The incumbent serves as a Staff Assistant in the Office of the Director, Court Services and Offender Supervision Agency. Answers the agency's main telephone line using a multi-line telephone system. Provides responses to routine requests for information about the agency and professionally directs calls to the appropriate staff person. Assists in managing incoming and outgoing correspondence and mail. Maintains the supply room and reception area in an orderly manner. Performs a variety of administrative and program functions to support the immediate Office of the Director. Uses a variety of office equipment, including facsimile machines, copiers and scanners to forward and receive information. Reviews documents and reports, recognizes and corrects errors in format, spelling, grammar or punctuation. The incumbent may communicate directly with the originator of the document to obtain missing information. The incumbent provides administrative and clerical support for various programs activities including database and record management.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate effectively other than in writing.

Knowledge of a variety of office automation software applications including Microsoft Word, Excel and PowerPoint.

Knowledge of standard administrative, clerical and office procedures in order to provide support to an office.

**MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:**

Qualifying experience for the GS-5 level includes one (1) year of specialized experience equivalent to the GS-4. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled. Regarding this position, specialized experience includes experience using a variety of office equipment, including computers, facsimile machines, copiers and scanners to create, forward and receive information. Experience using multi-line telephone system, receiving visitors and vendors and directing them accordingly, and providing administrative and clerical support for various program activities including database and records management.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirements for the GS-5 level may be met by completion of a bachelor's degree or four years of education above high school.

**COMBINING EDUCATION AND EXPERIENCE**

Equivalent combinations of successfully completed post high school education and specialized experience may be used to meet the total experience requirements.

**PROFICIENCY REQUIREMENT:** Applicant must be able to type 40 words per minute.

**OTHER SIGNIFICANT FACTS:**

Drug Testing: Appointment may be subject to random drug testing after selection.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of

personal favoritism.

CSOSA is an Equal Opportunity Employer.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**Moving Expenses:** Moving expenses are not authorized.

**Selective Service Registration:** As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

**Direct Deposit:** All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

Applicants must meet all qualification requirements by the closing date of this announcement.

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has

been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Appointment will require completion of a one-year probationary period.

<b>Contact Information:</b>
Avue Direct Services 253 573-1877-209 <a href="http://www.avuedigitalservices.com/csosa/applicant.html">www.avuedigitalservices.com/csosa/applicant.html</a>