

TITLE, SERIES, GRADE: Clerk (Student Aide), GS-0303-01/04

SALARY RANGE: \$20,607 - \$28,379 per annum

PROMOTION POTENTIAL (IF ANY): GS-04

VACANCY ANNOUNCEMENT NUMBER: 09-CRMSTUD-KS-001

AREA OF CONSIDERATION: All U.S. citizens in the local commuting area.

OPENING DATE: 4/15/09

CLOSING DATE: open until filled

NOTE: The cut-off for this announcement will be the end of every month.

DUTY LOCATION(S): Department of Justice, Criminal Division, Various Sections, Washington, DC

NUMBER OF VACANCIES: many positions

DUTIES: Students provide general clerical office support to one or more staff members, utilizing typing skills and a knowledge of office automation hardware and software systems. Software applications may include word processing, electronic spreadsheet, database management, calendar and electronic mail. In addition, students may perform the following tasks: copying, answering telephones, deliveries, filing, mail distribution, supply orders, handling special projects and handling other duties as assigned.

QUALIFICATION: To be eligible you must maintain a grade point average of 2.0 or better on a 4.0 scale and be taking at least 6 credit hours per semester in an accredited college.

EVALUATION METHODS: Your evaluation will be based on education and experience.

HOW TO APPLY: Submit resume and transcript (official or unofficial) with cumulative grade point average and an enrollment verification letter from the school registrar on official school letterhead or stationary. Failure to provide this information will result in the loss of consideration for this position. You can mail your resume and supporting documentation to Department of Justice, Criminal Division, McPherson Square, P.O. Box 27599, Bond, 5th floor, Washington, DC 20038 or e-mail to Crm.Students@usdoj.gov or fax to 202-353-0775.

Applications mailed through the postal service must be received by the closing date. Applications that are faxed or emailed must be received by midnight of the closing date.

Applicants must submit a copy of their college transcript or a list of college courses that includes hours and grades and current GPA.

You may apply by submitting a Resume or an "Optional Application for Federal Employment" (OF-612) for this vacancy announcement. Resumes must include the following information (in addition to specific information requested elsewhere in this vacancy announcement): announcement number, veteran's preference, social security number and date of birth. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy.

NOTE:

- This position is in the excepted service. It is excluded from provisions of the career transition assistance program.

- Positions may be full-time or part-time. Applicants should indicate availability for part-time work schedules on their applications. Candidates who do not indicate availability will be considered only for full-time positions.

- A background security investigation will be required for all new hires. Appointment will be subject to the applicants successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department 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. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Kim Smith

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