



Department of Health & Human Services
Indian Health Service
California Area Office
650 Capitol Mall
Sacramento, CA 95814

RE-ADVERTISEMENT

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ANNOUNCEMENT NO.: CAO-03-08

OPENING: 12/02/2002

CLOSING: 12/31/2002

POSITION:

OFFICE AUTOMATION CLERK

GRADE/SALARY:

GS-326-04, \$22,078 TO \$28,697 PER ANNUM

LOCATION/DUTY STATION:

**CALIFORNIA AREA OFFICE, INDIAN HEALTH SERVICE
OFFICE OF ENVIRONMENTAL HEALTH AND ENGINEERING
ARCATA, CALIFORNIA**

This position was originally advertised under Announcement #CAO-03-01; candidates who applied under the previous announcement will be considered under the new announcement and do not need to re-apply

TYPE/NUMBER OF POSITIONS	CONDITIONS OF EMPLOYMENT	AREA OF CONSIDERATION
<input type="checkbox"/> Number of Positions	<input checked="" type="checkbox"/> Full-Time	
<input type="checkbox"/> Permanent	<input type="checkbox"/> Intermittent	Commuting Area**
<input checked="" type="checkbox"/> Term- NTE: Two Years*	<input type="checkbox"/> Part-Time	
<input type="checkbox"/> Temporary - NTE:	<input type="checkbox"/> Travel Required	

* The position may be extended for an additional two years without further competition.

**Any member of the public may apply for this position from any location. However, individuals applying from outside the commuting area will not be paid for moving expenses if selected unless they are eligible for Indian preference and no Indian preference candidates are available within the commuting area. This vacancy is announced as commuting area because sufficient candidates are expected to be identified within this area.

SUPERVISORY/MANAGEMENT:

PROMOTION POTENTIAL:

☐ Yes, may require 1 year probationary period
☒ No

☐ Yes, to grade:
☒ No, (no known potential)

TRAVEL EXPENSES: ☐ Travel will be paid in accordance with applicable regulations
☒ No expenses paid

APPLICATIONS WILL BE ACCEPTED FROM THE FOLLOWING CANDIDATES:

<input checked="" type="checkbox"/> Indian Applicants**	<input checked="" type="checkbox"/> Disabled Veterans
<input checked="" type="checkbox"/> Career/Career-conditional federal employees	<input checked="" type="checkbox"/> VRA eligibles
<input checked="" type="checkbox"/> Reinstatement eligibles	<input checked="" type="checkbox"/> Disabled candidates
<input type="checkbox"/> Commissioned Corps personnel	<input checked="" type="checkbox"/> Members of the public

*Indian preference candidates who are currently on career conditional or career appointments or who are eligible for reinstatement must indicate on their application if they wish to be considered under the Merit Promotion Plan or the Excepted Service Examining Plan or both. If they do not, their application will be considered only under the Merit Promotion Plan.

**Career/Career-conditional Federal employees and former Federal employees eligible for reinstatement will be considered under Merit Promotion procedures. Those wishing to compete with members of the public under open competitive procedures must submit two complete applications.

MOTOR VEHICLE OPERATION REQUIREMENT: ☐ NO ☒ YES - Applicants must possess a valid state driver's license in order to drive a government owned or leased vehicle.

CALIFORNIA AREA INDIAN HEALTH SERVICE IS A SMOKE-FREE WORK ENVIRONMENT

BRIEF DESCRIPTION OF DUTIES: Serves as an office automation clerk for the Arcata Field Office staff of engineers and technicians. Performs a variety of clerical and administrative work relating to correspondence, retrieving information, and files management. Uses office automation hardware and software to prepare a variety of material requiring complex formats, such as graphics or tables within text, to edit and reformat electronic drafts, and to update or revise existing databases or spreadsheets. Maintains correspondence, project, personnel, regulatory, and other files. Obtains information from existing records, files and other sources for studies, correspondence, reviews, and planning conferences. Reviews and distributes incoming correspondence and answers telephone inquiries.

QUALIFICATION REQUIREMENTS:

One year of general experience performing progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position or Two years of education above the high school level; this education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

COMBINING EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements.

PROFICIENCY REQUIREMENTS: Applicants must demonstrate 40 words per minute typing speed, based on a 5 minute sample with three or fewer errors. Applicants may meet this requirement by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management, or by self-certifying their proficiency on the attached form. Performance test results and certificates of proficiency are acceptable for 3 years.

METHOD OF EVALUATING AND RANKING CANDIDATES: The description of your work experience, level of responsibility, and accomplishments will be used to determine that you meet the qualification requirements described above. If we determine that you do meet the requirements, your application will be further evaluated by determining the extent to which your work or related experience, education, training, awards, outside activities, and performance appraisal, etc. indicate you possess the required types of knowledge, skills, and abilities (KSA's). Therefore, you should provide clear, concise examples that show level of accomplishment or degree to which you possess the KSA's listed below either on your application forms/resumes or as a separate attachment:

1. Knowledge of a variety of office operations.
2. Knowledge of office automation software, including programs for word processing, databases, and spreadsheets
3. Knowledge of grammar, spelling, capitalization, and punctuation to accurately prepare material from written and oral sources.
4. Skill in typing a variety of narrative and tabular material.

APPLICATION PROCEDURE: Applicants must submit the material on the HOW TO APPLY page of this announcement to the CALIFORNIA AREA INDIAN HEALTH SERVICE, PERSONNEL, 650 Capitol Mall, Suite 7-100, Sacramento, CA 95814. Material must be received in the office by 4:00 pm on December 31, 2002. **ONCE AN APPLICATION HAS BEEN RECEIVED, WE WILL NOT HONOR REQUESTS FOR COPIES.**

IMPORTANT NOTICE TO APPLICANTS

INDIAN PREFERENCE/EQUAL OPPORTUNITY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age, disability, or sexual orientation.

INDIAN PREFERENCE APPLICANTS: 1. To receive Indian Preference you must include a completed BIA 4432 with your application. 2. If you are an Indian preference candidate who currently works for IHS on a career conditional or career appointment or is eligible for reinstatement or transfer, you must indicate on your application whether you are applying for consideration under the Merit Promotion Plan, the Excepted Service Examining Plan or both. Those who do not indicate which procedures they are applying under will be considered under merit promotion only. The requirements for this position are the same under both plans except that excepted service does not require meeting time-in-grade restrictions. The method of evaluation will be the same under both plans except that performance appraisals will not be used in rating applicants under the Excepted Service Examining Plan. Send a second application if you also want to compete as a member of the general public under open competitive procedures.

STATUS CANDIDATES: Status candidates are either current Federal employees on career or career conditional appointments or former Federal employees who are eligible for reinstatement. If you have status and want to be considered under Merit Promotion and to compete as a member of the general public under open competitive procedures, you must submit two complete applications. If you submit only one application, it will be considered under the Merit Promotion plan.

REASONABLE ACCOMMODATION: Reasonable accommodation will be given to qualified disabled applicants pursuant to section 501 of the rehabilitation act of 1973, 29 U.S. Code 791, title 29. Applicants requiring reasonable accommodation for any part of the application and hiring process, please notify the Personnel Office by calling (916) 930-3981, extension 320. The decision on granting reasonable accommodation will be on a case-by-case basis.

SELECTIVE SERVICE CERTIFICATION: If you are 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 System.

LEGAL AND REGULATORY REQUIREMENTS: All candidates must meet qualifications within 30 days after the closing date for receipt of applications or by the date that the selecting official requests a referral list in the case of open-until-filled announcements. All candidates currently working for the Federal government on competitive or excepted appointments must meet any applicable time-after-competitive appointment or time-in-grade requirements in the same time frame.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date the selection certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location. However, if no Indian Preference candidates are available, the vacancy will be announced.

COMPLETION OF DECLARATION: Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" (OF-306) 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. 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 prohibited from applying and working for the Federal government.

CTAP/ICTAP: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they (1) meet the qualification and eligibility requirements for the position, (2) meet all selective or quality ranking factors where applicable and score above the minimum for each KSA on a three-level or four-level crediting plan, (3) are physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position, and (4) are able to satisfactorily perform the duties of the position upon entry without undue interruption.

HOW TO APPLY

Choose one of the following formats to apply for this job.

Optional Application for Federal Employment (form number OF-612)	Application for Federal Employment (form number SF-171)	Resume or Other written application format with information requested below.
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***If your resume or application does not provide all the information we request, you may lose consideration for a job.

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.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (if Federal, please indicate series and grade)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies,

leadership activities, public speaking, and performance awards.

KSA Ranking Factors (listed on a previous page of this vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE (current, former or displaced)
A. Current Billet description. B. Most recent ? Commissioned Officers Effectiveness Report? . C. Narrative Statement outlining experience related to Knowledge, Skill and Ability elements (KSAs).	Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432. Current CAO employees may state that proof of Indian preference is on file in the Official Personnel Folder. <i>Preference will not be given unless a copy of the 4432 is attached to the application.</i>	Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15. To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability.	A. Notification of Personnel Action, SF-50. B. Most recent numerical performance rating. <i>Priority consideration will not be given to</i> DISPLACED FEDERAL EMPLOYEES eligible for special placement consideration under CTAP or ICTAP <i>unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing</i>

		<i>Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i>	<i>your priority consideration status is attached to the application in addition to A. and B. above.</i>
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