



JOB OPPORTUNITY

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Announcement Number: 08-688
Position Title: **Photocomposition Keyboard Operator**
Series and Grade: KI-4403-00
Salary Range: \$32.08 PH
Promotion Potential: None
Opening Date: 10/02/08
Closing Date: 10/24/08
Location of Position: Plant Operations, Production Department, Pre-Press Division, Video Keyboard Section
Number of Openings: Multiple Positions
Type of Appointment: Term NTE 1 year
Work Schedule: Various Shifts
Who May Apply: All U.S. Citizens

Make Your Mark on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

MAJOR DUTIES:

Keyboard operators utilize a PC keyboard terminal to produce databases for use in printing production. The work includes both text and tabular matter. The incumbent keyboards coded manuscript copy with a high degree of accuracy. Manipulates files and extensions in the database to make corrections, author's alterations, and updates. Operators must have a working knowledge of PC based desk top publishing processes/systems and terminology. Interprets proofreader's marks to make necessary corrections and uses knowledge of various editing programs to prepare material for typesetting. Operators must meet the existing GPO standards for quality and quantity. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element to be considered eligible for this position: ***Ability to do the work of a Photocomposition Keyboard Operator with normal supervision.*** To meet this screen out, applicants must have completed a formal, recognized printing apprenticeship; or possess substantially equivalent practical experience in the composing trade. In addition, applicants must have subsequent journey person experience. Creditable experience must demonstrate skill in manipulating files and extensions to make corrections, keying manuscript copy with a high degree of speed and accuracy, working in a fast-paced environment, typesetting material, and interpreting proofreader's marks.

NOTE 1: Keyboard Operators perform their work in a fast-paced, deadline-driven environment, therefore, a qualified typist is required. Selectees must be able to type 40 wpm with no more than 3 errors per minute. Selectees who have not held a Federal position with "Typing/Office Automation" in the title

or previously taken a GPO typing test demonstrating their typing skill, must pass a GPO typing test or provide a Statement of Typing Proficiency prior to appointment.

NOTE 2: Shift assignments will be made based on the needs of the Office. New hires will be assigned to Shift 1 (7:30 a.m. – 4:00 p.m.) for up to 3 months for orientation. Following the orientation period, new hires may be reassigned to other shifts.

NOTE 3: Term Appointments are for a limited period of time lasting for more than one year, but not exceeding four years, for work that may include: project work, extraordinary workload, scheduled abolishment of a position, reorganization, funding uncertainty, contracting out the function.

- Appointment is not permanent.
- Appointment does not provide competitive status or reinstatement eligibility.

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities listed (KSA) in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Job Elements for this position:

1. Ability to do the work of a Photocomposition Keyboard Operator with normal supervision (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to work independently as a Keyboard Operator. Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor and your level of independence in performing keyboarding duties.
2. Skill in using printing composition technology, processes and terminology.
3. Skill in operating a personal computer keyboard for use in electronic photocomposition.
4. Skill in the use of editing programs. Please specify the types of programs with which you have worked.
5. Ability to interpret proofreader marks and specifications.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you

in sending in a complete resume, use our checklist at:

http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HC Operations
Tyrea M. Mitchell

Phone: (202) 512-1237
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, background check, and reference check before appointment.

GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.