

Vacancy Information

Announcement Number: Reg 9-MP-2008-0064

Vacancy Description: Secretary (OA), GS-318- 7/8/9 (MTS)

Open Period: Mon Jun 09 00:00:00 EDT 2008 - Fri Jun 20 00:00:00 EDT 2008

Series/Grade: GS-0318 -07/09

Salary: \$43,117.00 TO \$68,568.00

Promotion Potential: 09

Duty Locations: 1 vacancy in San Francisco County, CA

Additional Information

Who May Apply:

This merit promotion announcement is open to current permanent EPA, Region 9 employees only.

Job Summary:

Would you like a new challenge? If so, consider this position and becoming a leader in a senior administrative position.

THIS IS A TEMPORARY PROMOTION OPPORTUNITY NOT-TO-EXCEED 4 MONTHS. If applicable, the temporary promotion may be extended beyond the 4 months or made permanent without further competition. In addition, the promotion may be terminated at any time based upon assignment needs.

This position is located in Management and Technical Services Division, Immediate Office, San Francisco, CA.

Key Requirements:

- * Union: None
- * Medical Monitoring: NO
- * Drug Testing: NO
- * One Year Probationary Period: NO (unless applicable)
- * Financial Disclosure: NO
- * Position Sensitivity Level: Nonsensitive

Position Information:

Full Time

Temporary NTE: 4 Months

Major Duties:

DUTIES AND RESPONSIBILITIES AT THE GS-09 LEVEL:

Serves as the personal and confidential assistant to the Management

and Technical Service Division Director, Deputy Director and Planning Director. The incumbent works closely with the Director, Deputy Director, Planning Director and other managers on sensitive, programmatically complex and divisionally important issues and projects. Manages the Director's, Deputy Director's and Planning Director's calendars of activities which includes prioritizing activities and events, coordinating travel arrangements, and making decisions concerning their availability. Incumbent provides leadership to administrative support staff throughout the division to ensure coverage for administrative operations and appropriate application of administrative office procedures, requirements, instructions, and policies. Incumbent maintains an awareness of priority divisional programs and of problems and issues which are of importance to the Director. Incumbent screens calls and personally answers calls or refers callers to division staff members. Utilizes a wide variety of office automation software and web-based systems such as GovTrip, Webforms, PeoplePlus, Lotus Notes, MS Word, Excel and Powerpoint to communicate via email, maintain calendars and prepare a variety of documents, reports, outlines, charts, and presentations. Prepares the weekly report for submittal to the Regional Administrator's office. Makes all necessary travel arrangements for the Director and Immediate Office staff. Maintains time and attendance cards and reports for the Immediate Office and other assigned offices. Provides administrative support to the Office of the Director in the preparation of various requests for administrative services. Performs other duties as assigned.

Qualifications and Evaluations:

TYPING SPEED REQUIREMENT

At a minimum applicants must be able to type 40 words per minute.

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm). Federal employee applicants must also meet all applicable eligibility requirements (e.g. qualification, time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

SPECIALIZED EXPERIENCE

GS-07: Minimum qualifying experience is one year of full-time experience equivalent to the GS-06 level in the federal service which included performing office management functions (e.g. scheduling appointments, directing visitors and callers, making travel arrangements, utilizing office automation technology).

GS-08: Minimum qualifying experience is one year of full-time experience equivalent to the GS-07 level in the federal service which included serving as a secretary utilizing office management knowledge, skills and abilities to perform assignments such as listed above. In addition to the specialized experience listed above at the GS-07 level, experience should also include providing leadership to other administrative support employees in accomplishing work within the organization.

GS-09: Minimum qualifying experience is one year of full-time specialized experience equivalent to the GS-8 level in the federal service performing office management functions (e.g., scheduling appointments, directing visitors and callers, making travel arrangements, utilizing office automation technology, etc.), within a large organization, and applying a high level of judgment in providing leadership to administrative support staff to ensure appropriate application of administrative office procedures, requirements, instructions, and policies.

There is no allowable substitution of education for experience at the GS-7, GS-8 and GS-9 grade levels.

The assessment questionnaire is designed to assess your ability to demonstrate the following:

- Ability to communicate both orally and in writing.
- Skill in office automation technology.
- Knowledge of administrative policies and procedures such as time keeping, travel, etc.
- Skill in customer service.

How You Will Be Evaluated:

Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted on-line via USAJOBS. These responses must be substantiated by your

on-line resume. Applicants who do not respond to the application questions may be rated ineligible.

How to Apply:

Resume and application questions for this vacancy MUST be received on-line via the www.usajobs.opm.gov web site BEFORE midnight Eastern Time on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

WHERE TO OBTAIN MORE INFORMATION

You may search www.usajobs.opm.gov or you may call our office at (415) 972-3817.

Required Documents:

There are no required documents for this announcement.

What to Expect Next:

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. All applicants will be notified of the final status of this vacancy announcement through e-mail.

Benefits:

All benefits remain the same.

Additional Information:

PROMOTION POTENTIAL:

The highest grade (full performance level) of this position is GS-9. The position may be filled at either the GS-7, GS-8, or GS-9 grade level. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-07 or

GS-8 grade levels may be promoted progressively to the full performance level of GS-9 without further competition.

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Please make sure that you have attached your resume. You will be disqualified from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for Environmental Protection Agency

Applicant's Signature

Date Application Completed

Applicant's Name Printed