

Vacancy Information

Announcement Number: Reg 9-DE-2008-0025

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

Open Period: Mon Sep 08 00:00:00 EDT 2008 - Fri Sep 19 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:

Any U.S. citizen may apply.

NOTE: This position is also being announced under Merit Promotion procedures under announcement number Reg 9-MP-2008-0097. To be considered under multiple announcements, applicants must apply separately under each announcement.

Job Summary:

Founded in 1970, EPA is a dynamic organization employing people from diverse backgrounds dedicated to improving and preserving the quality of public health and the environment. EPA seeks to recruit exceptional men and women who will work in new creative ways that are cleaner for the environment, cheaper for business and taxpayers, and smarter for America's future.

This position is located in the Communities & Ecosystem Division (CED), Immediate Office, San Francisco, CA.

Key Requirements:

- * Union: Not Covered
- * One year probationary period if applicable
- * Medical Monitoring: NO
- * Drug Testing: NO
- * Financial Disclosure: NO
- * Position Sensitivity Level: Nonsensitive

Position Information:

Full Time

Permanent

Major Duties:

POSITION TITLE

The organizational title of this position is Office Manager. The U.S. Office of Personnel Management (OPM) prescribed title for GS-318 occupations is Secretary. Organizational titles may be used in the conduct of official business and for recruitment purposes. The OPM title must be used on official documents relating to a position; e.g., personnel actions, position description.

DUTIES AND RESPONSIBILITIES AT THE GS-09 LEVEL:

Serves as the personal and confidential assistant to the Communities and Ecosystem (CED) Division Director. The position also provides support to the Deputy Director, Associate Directors and staff as assigned. As an integral part of Division's management team, the incumbent works closely with the Director, Deputy Director, and other division managers on politically sensitive, programmatically complex and divisionally important issues and projects. Manages the Director's, Deputy Director's and assigned Associate Director's calendar of activities which includes prioritizing activities and events, coordinating travel arrangements, and making decisions concerning the Director's, Deputy Director's or assigned Associate Director's availability. Incumbent provides leadership to administrative support staff throughout the division to ensure 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. Attends management meetings, prepares meeting minutes, if needed, and follows-up on action items. Utilizes a wide variety of office automation software such as Gov Trip, Lotus Notes, MS Word, Automated Timekeeping System, Powerpoint and Excel to maintain calendars and prepare a variety of documents, reports, outlines, charts, and presentations. Makes all necessary travel arrangements for the Director and assigned 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:

There is no allowable substitution of education for experience at the

GS-7/8/9 grade levels.

TYPING SKILL REQUIREMENT

At a minimum applicants must be able to accurately 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 level:

Minimum qualifying experience is one full-time year performing secretarial or administrative assistant office management assignments. Such assignments must demonstrate responsibility for carrying out a variety of secretarial duties such as scheduling appointments, directing visitors and callers, making travel arrangements, utilizing office automation technology to prepare documents, process administrative tasks and operate work management systems. In addition at this level, the applicant must demonstrate experience setting up office procedures to improve the accomplishment of work for the organization. This experience must have been equivalent to the GS-06 level.

GS-08:

Minimum qualifying experience is one full-time year performing secretarial or administrative assistant office management assignments. Such assignments must demonstrate responsibility for carrying out a variety of secretarial duties such as scheduling appointments, directing visitors and callers, making travel arrangements, utilizing office automation technology to prepare documents, process administrative tasks and operate work management systems. In addition to the specialized experience 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 full-time year performing secretarial or administrative assistant office management assignments equivalent to the GS-08 level in the federal government. Such assignments must demonstrate responsibility for carrying out a variety of secretarial duties such as scheduling appointments, directing visitors and callers, making travel arrangements, utilizing office automation technology to prepare documents, process administrative tasks and operate work management systems within a large organization, AND playing a leadership role to ensure appropriate application of administrative office procedures, requirements, instructions, and policies.

The assessment questionnaire is designed to assess your ability to demonstrate the following knowledge, skills, abilities, and/or competencies:

- Skill in performing secretarial duties.
- Skill in effective communication.
- Skill in use of office automation applications.
- Skill in customer service and office support.

How You Will Be Evaluated:

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. 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 online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify

your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

How to Apply:

Resume and application questions for this vacancy MUST be received online via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.asp.

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. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

Required Documents:

Candidates claiming veteran preference must submit the following information in order to receive preference.

DD-214 Discharge Papers

SF-15 Application for 10 point Veterans Preference (Mandatory if applicable)

Supporting documentation as required by SF-15 (Mandatory if applicable)

If you are claiming 10 point Veterans Preference and do not submit the SF-15 and supporting documentation listed above, you will be given Tentative Preference (5-point Veterans Preference).

(Reference <http://www.opm.gov/veterans/html/vetsinfo.pdf>)

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY
CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION
ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to

receive special priority selection under the ICTAP. You will not receive priority consideration under ICTAP eligibility unless you submit all supporting documentation as indicated below. To receive this priority consideration you must:

1. Be a displaced Federal employee within the commute area within the last year. You must submit a copy of the appropriate documentation such as a RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status.
2. Apply for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated. If you are applying for a position with higher promotional potential, you will not be given priority consideration however, will be given consideration under the Delegated Examining process.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position within the local commuting area.
5. Meet minimum qualification requirements including any selective factor, if applicable, and be rated well-qualified (score minimum 85) for the position.

For more information on ICTAP eligibility requirements, please visit <http://www.opm.gov/ctap/index.htm>.

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 email.

Benefits:

Join EPA, Region 9 in protecting human health and the environment and enjoy many work life quality options including flexible work

schedules, telecommuting, fitness center, career and personal development, leave accrual, retirement programs, health benefits, group life insurance and long term care insurance programs, biweekly pay schedule, and transit subsidy.

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.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

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