



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

OPENING DATE: February 13, 2009

(Revised to extend closing date from 3/20/09)

Recruiting Bulletin No. LA-RCC-2009-29a

Los Angeles Regional Census Center
Northridge, CA 91324

CLOSING DATE: March 31, 2009

POSITION TITLE: Clerk GG-0303-04

Annual Salary Range:

GG-0303-04: \$30,560

Number of Positions: Few

Duty Station: Northridge, California

Payment of relocation expenses IS NOT authorized.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A excepted service appointment with a Not-to-Exceed date of 09/25/2010.

AREA OF CONSIDERATION: Open to all qualified U.S. Citizens

A written exam is required for these positions. The exam will be given only at 9301 Corbin Ave. (CCM Room) Northridge, CA 91324 on the following dates and times.

Please Call (818) 717-6766 TO RESERVE A SEAT.

ALL TESTING IS BY ADVANCE RESERVATION

February 20, 2009 - 10:00 a.m.

February 25, 2009 – 10:00 a.m.

February 20, 2009 - 1:00 p.m.

February 25, 2009 – 3:00 p.m.

March 13, 2009 – 10:00 a.m.

March 31, 2009 – 10:00 a.m.

March 13, 2009 – 2:00 p.m.

March 31, 2009 – 2:00 p.m.

Note: Prior test scores will not be accepted for this position.

Applications will be referred to the selecting official as vacancies occur until the closing date of March 31, 2009. Selections may be made throughout the open period of this bulletin and up to 90 days after the closing date.

DUTIES: The incumbent performs clerical support duties for the 2010 Census. Clerks may be assigned to work in the administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Duties and responsibilities may include but are not limited to: receiving, sorting, opening, and routing incoming mail; maintaining correspondence files; receiving telephone and personal callers and directing them to appropriate office; maintaining stockroom supply levels; operating various office machines; and performing other clerical duties as required.

QUALIFICATIONS:

GG-04: 1 Year General Experience OR 2 Years Above High School

General Experience is described as:

Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties.

You may qualify for a position based on your education, experience, or a combination of both.

BASIS OF RATING:

Applicants are required to pass a Bureau of the Census written exam. (See exam dates above.)

- Please call the Los Angeles Regional Census Center at (818) 717-6766 to reserve a seat for testing.

Bring two forms of identification to the test session to verify employment eligibility, one being a State or Federal ID with photo. (Current and expired Passports are acceptable.) Please allow 1 hour for the testing session. Seating is limited – no one will be admitted once testing begins. Please arrive 15-20 minutes before the test session. Cell phones and pagers must be silenced during the test session. Names and addresses of at least three (3) references will be requested with application.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy, call 818-717-6751 or 818-717-6766.

HOW TO APPLY:

Step 1: Applicant must submit a separate completed Declaration for Federal Employment (OF-306), Optional Application for Federal Employment (OF-612), or a resume for each grade level for which you are applying. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, and title of position.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security Number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)

- Veteran's Preference - Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a "unofficial" copy of your college transcript, along with your application. (Official Transcripts may be requested later.)
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**
- Individuals with a disability may request reasonable accommodations by calling (818) 717-6700.
- Faxed or emailed applications will not be accepted.

Step 2: Pass Census Bureau Exam

Step 3: Application package must be submitted at the time of testing. You may bring forms with you or forms will be provided at the test site. New applications will be accepted until March 31, 2009 at 2:00 p.m. (Any supporting information or documentation not available at the test session may be submitted until 5 p.m. on April 1, 2009.) Test location is:

**U. S. Census Bureau
Los Angeles Regional Census Center
9301 Corbin Avenue,
Northridge, CA 91324**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and 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; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.