



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-722
Position Title: **Dummy Preparer**
Series and Grade: KB-4402-00
Salary Range: \$35.69 PH
Promotion Potential: None
Opening Date: 12/05/2008
Closing Date: 12/19/2008
Location of Position: Plant Operations
Office of the Production Manager
Binding Division
Pamphlet Section
Washington, DC
Number of Openings: One
Type of Appointment: Permanent (Career or Career-Conditional)
Work Schedule: Full time, Shift 1 (7:30 a.m. – 4:00 p.m.)
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

Receives and records incoming and out-going work jackets, Outside Purchase materials, samples, and materials to be processed by the Binding Division and all other pertinent materials or data. Reads work jacket to determine identification number, quantity, and number of pages, trim size, binding style, margins, section and division due date. Reads work jackets for imposition codes, press groups, and bindery instructions to determine number of signatures, forms, pasters, and/or cover as required to assemble a work dummy and/or pattern. Makes proper folds of flat sheet-fed work forms into signature and/or required test design. Assembles signatures forms, pasters, and covers as required to prepare a dummy and/or pattern on Folded, Flat, Saddle, Adhesive/Side-Stitch bound, and Case-bound work. Records jacket and job data on dummy and/or patterns made and records same data into a manual or electronic file. Responsible for maintenance of work jackets. Operates personal computer, printer, and copy machine to produce the required number of labels and receipts, bar code and non-bar code readable as required. Performs other duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***Ability to do the work of a Dummy Preparer without more than normal supervision.*** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a ***Dummy Preparer***. To meet this screen out, applicants must have completed a formal, recognized apprenticeship or possess substantially equivalent practical experience in the bookbinding trade and have at least 2 years of subsequent journey person experience. Additionally, applicants must have served at least 1 year in the GPO under a career or career-conditional appointment.

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 (KSA) listed 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 Dummy Preparer without more than normal supervision (**SCREEN OUT**).
2. Ability to read work jackets and follow written instructions.
3. Ability to assemble materials or items in proper order or sequence.
4. Ability to keep accurate records.
5. Ability to operate personal computer.

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: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

STEP 3: Prepare separate narrative responses to each of the job elements listed in this announcement.

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

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.

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 Consulting Services
Tyrea M. Mitchell
Phone: (202) 512-1308
TDD: (202) 512-1519

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

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.

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.