



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

OPENING DATE: November 4, 2008
CLOSING DATE: Open Continuous

Recruiting Bulletin No. 08-2599-047
Regional Census Center
Chicago, IL

POSITION TITLE: Administrative Specialist
GG-0301-12
Salary range: \$71,074- \$92,401

NUMBER OF VACANCIES: few

NOTE: Bulletin will remain open until positions are filled. It will be open a minimum of 10 days. Qualified applicants will be referred to selecting officials as requested.

AREA OF CONSIDERATION: Internal – Current Census Employees within a region the Chicago Region. All current census employees serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive) appointment within the Chicago Region.

DUTY LOCATION: Chicago Regional Census Center, Chicago IL

• Applicants must submit an OF-306 with the application. Please visit OPM website:
http://www.opm.gov/forms/pdf_fill/of0306.pdf

DUTIES: The incumbent of this position works with the Administrative Coordinator at the Regional Census Center (RCC) to ensure timely processing of personnel and payroll documents. Incumbent is responsible for planning, organizing, and carrying out the administrative support functions within the RCC. Incumbent is responsible for establishing and maintaining the filing system for record keeping in the following areas: personnel, payroll, general administration, correspondence, etc. and be able to provide specific guidelines to subordinate personnel in record keeping. Applies knowledge of personnel procedures and regulations for a variety of personnel actions. Directly supervises personnel and/or payroll clerks. Incumbent will also assist in training clerical staff in personnel/payroll procedures, progress reporting and other administrative activities. Implements procedures and periodically reviews subordinate staff members work for auditing payroll and miscellaneous claims for validity, adherence to the rules and regulations, and accuracy. Maintains liaison with regional and Local Census Offices (LCO) staff for technical advice. May be required to travel to LCOs to provide administrative support for enumeration activities on-site throughout the region. Incumbent may be responsible for procurement, credit card, and small purchase actions. Incumbent is responsible for generating, monitoring and reviewing operational cost and corresponding reports. Incumbent conducts analyses and monitoring of operational cost and progress reports and all other budget, staffing, and resource related areas. Incumbent reviews claims for compliance with Department of Labor, Office of Worker's Compensation Programs regulations and guidelines and OSHA Safety regulations. Incumbent may oversee subordinate staff members, logging, processing, and forwarding claims to the local OWCP claims offices for adjudication.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 or older to be hired.
2. To be eligible for this position, you must have the specialized experience, education, or a combination of both as indicated below:

GG-0301-12: EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting and the ability to provide advice and guidance on administrative matters, or the ability to manage, assign work, set priorities, prepare schedules, evaluate performance and provide instruction and training.

EDUCATION: No substitution for education for experience is permitted.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

1. Experience applying methods and procedures in two or more administrative support areas such as staffing, recruitment, supplies, personnel, payroll, selection, financial management, travel, or procurement.
2. Experience providing advice and guidance on administrative matters.
3. Experience supervising, assigning work, setting priorities, and providing advice, instructions, and training to subordinate staff.

For further information on this vacancy, contact Jodi Wysocki at (312) 488-1500.

HOW TO APPLY: Applicants must follow the 4 steps outlined below:

STEP ONE: Each applicant must submit a completed Optional Application for Federal Employment, OF-612, a resume, or a SF-171, Application for Federal Employment (this form is obsolete but may be used), for the position for which you are applying, list your work duties and accomplishments relating to the job. 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, title, and lowest grade acceptable
- 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 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.
- 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 (312) 488-1500.

Step 2: Submit an application package. If you are submitting an OF-612, you may visit the OPM web site to download the form: http://www.opm.gov/forms/pdf_fill/of612.pdf. Include your completed OF-306 as indicated on page one of this bulletin.

Step 3: Submit your separate, individual statement addressing each of the Evaluation Criteria listed in this bulletin with your application.

Step 4: Submit complete application package (facsimile and e:mail applications will not be accepted) must be submitted to:

Bureau of the Census
 Chicago Regional Census Center
 500 W Madison, Suite 1600
 Chicago, IL 60661 ATTN: Jodi Wysocki - Human Resource Specialist

CONDITIONS OF EMPLOYMENT:

Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement 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.
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, 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, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

