

USDA Forest Service

Program Support Clerk (OA), GS-0303-05

ANNOUNCEMENT NUMBER: ADS10-303-5-R5-ARRA-DT

APPLICATION DEADLINE: 10-29-2009

JOB LOCATION: SONORA, CA

WORK SCHEDULE: Full Time

SALARY RANGE: \$30,772.00-\$30,772.00

OPEN DATE: 10-23-2009

TIME LIMIT: Temporary, not to exceed 6 Months

WHO MAY APPLY: US citizens

NUMBER OF VACANCIES: 1

PROMOTION POTENTIAL: 05

NOTES:

This is a temporary appointment not to exceed 1039 hours. This position is located on the Stanislaus National Forest, Sonora, California. The position is established to provide administrative support for projects approved for funding by the American Recovery and Reinvestment Act of 2009.

Please read the vacancy announcement thoroughly and follow all instructions to ensure proper consideration. If you are unable to apply on-line or have questions about the meaning of items in the vacancy announcement, please contact Human Capital Management at 877-372-7248.

Applicants are encouraged to highlight accomplishments that are specific to the duties and specialized experience requirements of this position. Applications may be reviewed to verify qualifications and eligibility prior to issuing lists to a selecting official. Work history should contain sufficient information to validate qualifications and the specialized experience claimed in the questionnaire.

The USDA Forest Service has legislative authority to recruit and fill Permanent (Career/Career-Conditional), Temporary, and Term Appointments under the USDA Demonstration Project. Under this authority, any U.S. citizen may apply.

DUTIES:

Performs filing work including the establishment, maintenance, control, protection, and disposition of records, for efficient reference services, and for retrieval of information and materials.

Performs complex office automation duties requiring different approaches and methods from assignment to assignment. Chooses from a range of software applications, (e.g., word processing, graphics, spreadsheet, and project management), to perform a broad range of duties. Selects the application appropriate to the search, sort, and calculation requirements of documents generated. Produces a variety of reports, tracks suspense actions, produces charts, creates specialized databases, or prepares presentation materials from a project management software program.

Provides technical support for the resolution of customer service issues and transactional problems.

Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of an organization's program operation.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

Qualifying experience for the GS-5 level includes one (1) year of specialized experience equivalent to the GS-4. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled. Examples are providing general clerical support (i.e., greeting visitors, maintaining files, and typing routine correspondence); or gathering program data or information following routine search procedures.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: The experience requirements for the GS-5 level may be met by completion of a bachelor's degree or four years of education above high school.

COMBINING EDUCATION AND EXPERIENCE

Equivalent combinations of successfully completed post high school education and specialized experience may be used to meet the total experience requirements.

PROFICIENCY REQUIREMENT: Applicant must be able to type 40 words per minute.

ADDITIONAL INFORMATION ABOUT THE SPECIALIZED EXPERIENCE REQUIREMENTS FOR THIS POSITION

Specialized experience directly related to this position should be documented in the Work History section of the online application. Applicants are encouraged to provide a narrative in the Work History section that describes the duties performed relative to the specialized experience defined for this position. Show percentage of time performing these duties if work performed included a variety of different duties. Specialized experience for this position is defined as having performed clerical support work utilizing advanced office automation software, maintaining files, data collection, and/or responding to information requests from staff or customers.

Applications may be reviewed to verify qualifications and eligibility prior to issuing referral lists to a selecting official. Work history should contain sufficient information to validate qualifications and the specialized experience claimed in the questionnaire.

OTHER SIGNIFICANT FACTS:

Please check Job Posting Information, Summary, for the area of consideration (i.e., Who May Apply), and time limit information.

Bargaining Unit Status: Eligible.

BASIS OF RATING: The category rating procedure is used to rank and select eligible candidates. Under category rating, applicants who meet basic minimum qualification requirements established for the position and whose job related competencies have been assessed are ranked by being placed in one of the following categories: Quality, Well Qualified, and Eligible. Candidates placed in the Quality category will be assessed based on Education, High Ability, or Experience. Well Qualified candidates are those who clearly exceed the minimum qualification requirements but do not necessarily meet the criteria for the Quality category. Candidates in the eligible category meet basic minimum qualification requirements but do not meet the criteria for the Well Qualified category. Preference eligibles are listed ahead of non-preference eligibles within each category. Drug testing is a requirement for certain positions. See "Other Significant Facts" portion of this announcement for information specific to position being filled.

To receive consideration for this position, you must meet all qualification requirements as of the closing date of the announcement or on the date a referral list is generated. Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience.

To ensure that you receive consideration, the scannable application package must be postmarked on or before the closing date stated in the announcement and must be received at the correct address within 7 days.

Applications submitted in postage-paid Government envelopes will not be accepted.

Applications received become the property of the USDA Forest Service and will not be returned.

The United States Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

REASONABLE ACCOMMODATION: The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the point of contact listed on the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Forest Service affiliated child/day care facilities are not available.

Government housing is not available.

Transfer of Station/Relocation expenses will not be paid.

This is a temporary, time-limited appointment. However, an extension of the appointment may be possible without further competition. The appointment may also end early due to lack of work or funds.

As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Applicants must be U.S. citizens or nationals.

VETERANS' PREFERENCE: Generally, preference is granted to veterans who entered the military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. Applicants will be required to provide proof prior to appointment to validate their claim for preference. More detailed information is available on the Main Menu screen under the selection entitled, "Veteran Information."

HOW TO APPLY: In order to determine if you meet the eligibility and qualification requirements for this position, please submit the following information:

1. Experience/Employment Information:

a. Apply On-Line at www.avuedigitalservices.com/usfs/applicant.html. This online application process allows applicants to submit employment information that can be printed for personal use and saved and/or edited on the website for future use. The application process contains all the data elements that are required for resumes submitted for federal employment and may be submitted electronically. OR

b. Apply by Scannable Questionnaire: This Questionnaire requires completion of a scannable form. You must request the instructions and form and submit the scannable application form and supporting documentation by mail. Locations and their codes will be listed in the application package. A facsimile of the scannable form cannot be accepted.

2. Eligibility Information: The following documents must be electronically attached to your application to verify your eligibility and basic qualifications. Failure to provide this documentation may result in disqualification.

a. DD-214/SF-15 to verify veterans' preference claim and/or eligibility for VRA appointments. Applicants claiming preference based on service performed after October 14, 1976, must specify on the application the Campaign Badge upon which they are basing their claim. Veterans who fail to submit the supporting documentation with their application will not be granted veterans preference. If you are not able to attach the forms to your application, you may fax to 253-573-9869, please include name on all documents.

b. Transcripts (official or unofficial) are required if education is used to meet basic qualifications requirements or meet education criteria in the quality category. Transcripts should be attached to the Avue profile or faxed to 253-573-9869; please include name on all documents.

3. CURRENT FEDERAL EMPLOYEES: Notice of Expected Separation, performance appraisal information for current Federal employees or other proof documents are required if requesting priority placement consideration under the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP). CTAP and ICTAP candidates must be well qualified. Submit SF-50 Notification of Personnel Action or equivalent document to verify current or former federal employment status should also be submitted.

TO REQUEST A SCANNABLE FORM: Please refer to the contact name and phone number listed in this vacancy announcement.

Contact Information:
ASC HCM Staffing
1-877-372-7248
fsjobs@fs.fed.us