



RECRUITMENT BULLETIN
VETERANS RECRUITMENT AUTHORITY (VRA)
CONSTRUCTION SUPPORT ASSISTANT
GS-0303-06
U.S. ARMY CORPS OF ENGINEERS
PITTSBURGH DISTRICT
DUTY LOCATION: Neville Island, PA

Open: 22 March 2013 - Close: 29 March 2013

DUTIES: As a Construction Support Assistant, serves as the principal and administrative support position for a construction resident office. Performs contract labor activities, checking weekly payrolls, verifying deviations and assembling data for project records. Completes database reports. Logs, distributes and tracks shop drawings submittals. Maintains general office files and prepares a variety of documentation and forms. Receives calls, greet visitors and responds to nontechnical requests for information. Arranges for staff travel. Serves as timekeeper for personnel using a financial management system. Prepares purchase documents. Performs other duties as assigned.

QUALIFICATIONS: Applicant must possess one year of specialized experience equivalent to the next lower grade/level (GS-05). Specialized experience is defined as: Ability to compile and maintain files; Knowledge of automated systems; and/or Skill in organizing data and preparing reports.

Note: Applicant must possess the ability to use word processing equipment.

WHO MAY APPLY: Veterans eligible for appointment under the Veterans Recruitment Authority (VRA).

POSITION LOCATION: Neville Island, Pa.

SALARY: \$35,582 annually

OTHER INFORMATION: Duty hours 7:30 – 1600 hrs.
Permanent Change of Station (PCS) is not authorized.

APPLICATION PROCESS: Submit the following information to Lisa Eberly, Human Resources, via email lisa.eberly@us.army.mil or fax at 412-395-7505. Questions, please call 412-395-7482.

- Resume
- Member Copy 4 of DD 214
- If applicable, letter from VA indicating disability

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.