



Job Title: Navigation Project Assistant (OA)

Department: Department of the Army

Agency: U.S. Army Corps of Engineers

Hiring Organization: U.S. Army Engineer District, Pittsburgh, Operations Division

Job Announcement Number: SWGJ158098701454038

SALARY RANGE: \$31,944.00 to \$52,433.00 / Per Year

OPEN PERIOD: Monday, July 13, 2015 to Monday, July 27, 2015

SERIES & GRADE: GS-0303-05/07

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL:

07

DUTY LOCATIONS: Many vacancies in the following location(s):
Hannibal, OH [View Map](#)
Stratton, OH [View Map](#)
Braddock, PA [View Map](#)
Dilliner, PA [View Map](#)
East Millsboro, PA [View Map](#)
[More Locations](#) (5)

WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)

SECURITY CLEARANCE: Not Applicable

SUPERVISORY STATUS: No

JOB SUMMARY:

Looking for a great place to work? The U.S. Army Corps of Engineers (USACE or "The Corps") is one of the best in America! In 2015, USACE ranked #128 out of 500 employers on Forbes' "America's Best Employers" list. From this list, the Corps ranked #10 in the government services industry, #6 in the federal government, and #8 in the engineering field. [Follow this link for more information about the U.S. Army Corps of Engineers.](#)

Civilian employees serve a vital role in supporting the Army mission. They provide the skills not readily available in the military, but crucial to support military operations. The U.S. Army Corps of Engineers is an innovative, transformative organization providing engineering solutions to customers worldwide. Working at the Corps as a civilian employee means making a direct contribution to war fighters and their families; supporting overseas contingency operations; developing technology and systems that save the lives of soldiers and civilians; providing disaster relief; and protecting and enhancing the environment and the national economy.

About the Position:

Incumbent may be required to possess and maintain a valid State motor vehicle operator's license based on site specific, job related requirements.

Incumbent may be required to have an American Red Cross First Aid card, CPR, and/or AED in good standing and/or wear a prescribed uniform based on site specific requirements.

Who May Apply:

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See [Proof of Eligibility](#) for an extensive list of document requirements for all employment authorities.

- [Current Civilian Employee with the Department of the Army](#)
- [Current Permanent Department of Defense \(DOD\) - Civilian Employee \(non-Army\)](#)
- [Current Permanent Federal Civilian Employee \(non-DOD\)](#)
- Former Federal Employee, eligible for [reinstatement](#)
- Eligible due to [Interagency Career Transition Program \(ICTAP\)](#)
- Eligible under [Veterans' Employment Opportunity Act \(VEOA\)](#)
- [Veterans with a service-connected disability of 30% or more](#)
- [Priority Placement Program, Program S \(Military Spouse\) registrants](#) referred through the Automated Stopper and Referral System (ASARS) for this position
- Eligible for [NAF/AAFES Interchange Agreement](#)
- Eligible due to an [Interchange Agreement](#)

TRAVEL REQUIRED

- Occasional Travel
- Business travel required 10% of the time.

RELOCATION AUTHORIZED

- No
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DUTIES:

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Serves as the primary project field office employee responsible for assisting the Lockmaster and staff on the practical and technical aspects of office administration. Performs staff work in the areas of office automation, purchasing, property control, personnel actions, data process, reporting Corps of Engineers Financial Management System (CEFMS) data input and other office operations. Conducts the annual training needs survey at the project in support of personnel training needs. Prepares purchase requests for requirements valued in excess of the local purchase limitation. Prepares annual purchase requests for field maintenance contractual services (such as electric, telephone service, garbage pickup, water, mowing, and maintenance and janitorial).

QUALIFICATIONS REQUIRED:

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In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Experience required:

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify based on your experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as:

GS-05: To qualify, applicants must possess 1 year of specialized experience equivalent to the GS-04 level in Federal service. Specialized experience is defined as: performing basic procurement and budget-related activities; reviewing incoming mail and determining what should be forwarded to the supervisor or whether you can personally prepare a reply; and typing a variety of correspondence, forms, memos, etc. and ensuring correct grammar, form, spelling, punctuation, etc.; **OR** possess 2 years of progressively responsible clerical, office, or equivalent experience that includes possession of or ability to acquire the particular knowledge and skills needed to perform the duties of this position;

OR 4 years of education above high school; **OR** A combination of education and experience (general and specialized)

GS-06: To qualify, applicants must have 1 year of specialized experience equivalent to the GS-05 level in Federal service. Specialized experience is defined as: checking email and maintaining office calendar for visitors, meetings, vacations, inspections, and events; compiling and maintaining information and statistical data to prepare various recurring and non-recurring reports on navigational, operational, and administrative matters; and preparing requests for requirements valued in excess of local purchase limitation. **Education cannot be substituted for experience or combined at this grade level.**

GS-07: To qualify, applicants must have 1 year of specialized experience equivalent to the GS-06 level in Federal service. Specialized experience is defined as: assisting with property accountability activities for inventory of expendable and non-expendable property; projecting and estimating fiscal year allocations of contractual and non-contractual commits and obligations; coordinating travel arranges with appropriate elements, ensuring that available resources are efficiently utilized; and monitoring and maintaining ongoing overview of the office's financial situation. **Education cannot be substituted for experience or combined at this grade level.**

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Customer Service
- Flexibility
- Accountability
- Administrative Support
- Personal Communications
- Information Management - General

Time in Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the next lower grade (or equivalent).

Other Requirements: Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is Required.

HOW YOU WILL BE EVALUATED:

Your [application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Interagency Career Transition Assistance Program (ICTAP). If you are a Federal employee in the competitive service and your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority. See [Interagency Career Transition Assistance Program \(ICTAP\)](#) for more information. Additional information about the program is on [OPM's Career Transition Resources website](#).

BENEFITS:

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The Department of Defense offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in [the USAJOBS Resource Center](#).

OTHER INFORMATION:

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
 - If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
 - Multiple positions may be filled from this announcement.
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HOW TO APPLY:

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To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on Monday, July 27, 2015 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click the Submit My Answers button to submit your application package.
- It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
- To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
- To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
- It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

REQUIRED DOCUMENTS:

The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a

reinstatement, etc). Please review the following links to see which documents you need to provide to prove your eligibility to apply: [Applicant Merit Checklist](#) and [Proof of Eligibility](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

Your resume:

- Your resume may be submitted in any format.
- If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent." It is your responsibility to check the status and timestamp of all documents you submit as part of your application.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

Proof of Eligibility to Apply: Your application must include the documents which **prove you are eligible to apply** for the vacancy. The "[Proof of Eligibility](#)" document describes authorities commonly used in merit promotion recruitment and what document(s) are required to prove you meet the requirements of the authority. You must meet the requirements of at least one of the authorities listed in the **Who May Apply** section above to receive further consideration.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1454038. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application.

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

AGENCY CONTACT INFO:

Teresa L. Latham

Phone: (502)315-6556

Email: TERESA.L.LATHAM@USACE.ARMY.MIL

Agency Information:

DA SWR USACE LRD

PO Box 59

Louisville, KY

40201

WHAT TO EXPECT NEXT:

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "incomplete application" and you will not receive further consideration for this job.

Additional Duty Location Info

Many vacancies in the following locations:

Hannibal, OH [View Map](#)

Stratton, OH [View Map](#)

Braddock, PA [View Map](#)

Dilliner, PA [View Map](#)

East Millsboro, PA [View Map](#)

Emsworth, PA [View Map](#)

Glenwillard, PA [View Map](#)

Monaca, PA [View Map](#)

Pittsburgh, PA [View Map](#)

Wheeling, WV [View Map](#)

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