



Job Title: Regulatory Program Assistant (OA)

Department: Department of the Army

Agency: U.S. Army Corps of Engineers

Hiring Organization: US Army Corps of Engineers, Pittsburgh District, (Operations Division)

Job Announcement Number: SWGJ158333011497517D

SALARY RANGE: \$29,105.00 to \$47,190.00 / Per Year

OPEN PERIOD: Friday, September 4, 2015 to Friday, September 18, 2015

SERIES & GRADE: GS-0303-04/06

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL: 06

DUTY LOCATIONS: 1 vacancy in the following location:
Pittsburgh, PA [View Map](#)

WHO MAY APPLY: United States Citizens

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.

Special Notice: Please Read!

If you are currently a permanent, Federal employee or have other appointment eligibility(s) as an internal candidate, please apply against announcement SWGJ158333011480016, which is open to all status candidates.

About the Position:

Performs administrative and technical support duties to assist the Branch/Section Chiefs, Regulatory Project Managers and Regulatory Specialists in accomplishing the overall responsibilities of the section.

This position can be filled at the GS-0303-04, GS-0303-05, or GS-0303-06 grade levels.

Who May Apply: U.S. Citizens

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- SEE CONDITIONS OF EMPLOYMENT.

DUTIES:

[Back to top](#)

The incumbent will perform the following duties:

- Receives and reviews general permit applications, inquiries, enforcement information and other permit action documentation.
- Assigns Action ID numbers and determines the appropriate required action and plans for the pertinent process.
- Assists with preparing special reports, acquiring maps and photography, developing layouts of maps and photography for reports.

- Responsible for obtaining and overseeing production of reports in the required format and within the required timeframe.
 - Performs clerical, data entry, search, and report functions within the ORM (OMBIL Regulatory Module) Regulatory database.
 - Receives, opens, date stamps, and distributes mail.
 - Recommends improvements in processes and workflow.
 - Maintains, updates, and retrieves all manual and automated records relating to the DOA permit program.
 - Responsible for file maintenance, preparation of physical files and establishments, operation and maintenance of automated file system for the regulatory Branch.
-

QUALIFICATIONS REQUIRED:

[Back to top](#)

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 at the GS-04 grade level, your resume must describe at least one year of experience which prepared you to do the work in this job. General experience is defined as: performing general office support in an office setting such as receiving visitors, scheduling appointments, sorting mail, and preparing and typing correspondence. This definition of general experience is typical of work performed at the next lower grade/level position in the federal service (GS-03).

To qualify at the GS-05 grade level, 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: reviewing, sorting, and distributing incoming mail; typing, reading, editing a variety of correspondence, documents, forms, and memorandums; using correct grammar, punctuation, format, and spelling. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-04).

To qualify at the GS-06 grade level, 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: performing

general office support in an office setting such as receiving visitors; scheduling appointments; sorting mail; and preparing and typing correspondence, as well as providing advance assistance with mail, correspondence, editing reports, office administration, and database management. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-05).

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

- Administration
- Office Management
- Computer Software
- Oral and Written Communication

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you may qualify if your education meets the definition below:

At the GS-04 grade level: Completion of two (2) years of education above the high school level may be substituted for specialized experience. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

Combination of Education and Experience at the GS-4 level position: Determine your total qualifying experience as a percentage of the experience required for the grade level; then determine your education as a percentage of the education required for the grade level; then add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level. Equivalent combinations of successfully completed post-high school education and experience are also qualifying. (To compute the percentage, divide your total months of qualifying experience by 12. Then divide your semester hours of education by 30. Add the two percentages together. The total percentage must equal at least 100% to qualify.)

At the GS-05 grade level: Completion of four (4) years of education above high school level may be substituted for specialized experience. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

Combination of Education and Experience at the GS-05 level position: Education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours)

beyond the second year is equivalent to 6 months of specialized experience. Equivalent combinations of successfully completed post-high school education and experience are also qualifying. (To compute the percentage, divide your total months of qualifying experience by 12. Then divide your semester hours of education by 30. Add the two percentages together. The total percentage must equal at least 100% to qualify.)

At the GS-06 grade level: There is no education substitution for experience at the GS-06 grade level. For this job, you must qualify using your experience alone.

NOTE: You must provide a copy of your transcript(s) if using education to qualify for this position.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

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.
- Background security investigation
- 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.

CONDITIONS OF EMPLOYMENT:

- 40 words per minute typing speed is a requirement for this position.

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.

Basis for Rating: Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

- Best Qualified. Candidates in this category possess exceptional skills and experience to exceed well above the minimum requirements for the announced position.
- Highly Qualified. Candidates in this category possess good skills and experience above the minimum requirements for the announced position.
- Qualified. Candidates in this category meet the minimum experience requirements for the announced position.

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:

[Back to top](#)

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.
 - You may claim military spouse preference, see the information in the [Military Spouse Preference Under Delegated Examining Procedures](#) information sheet.
 - Multiple positions may be filled from this announcement.
-

HOW TO APPLY:

[Back to top](#)

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 Friday, September 18, 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 whether or not you are eligible for preference in federal employment. A complete description of preference categories and the associated required documents is in the [Applicant Checklist \(External\)](#).

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](#)

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 1497517. 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:

Christian L. Garner
Phone: (502)315-7410
Email: CHRISTIAN.GARNER@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.

[Back to top](#)

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)

Go to section of this Job:

[Apply Online](#)[Print Preview](#)[Save Job](#)[Share Job](#)

[Agency Contact Info](#)

Job Announcement Number:

SWGJ158333011497517D

Control Number:

414699100