



USA JOBS **Agency Job Opportunity Announcement**

Job Title: Locks and Dam Administrative Assistant

Department: Department of the Army

Agency: U.S. Army Corps of Engineers

Job Announcement Number: SWGJ140911991176506D

SALARY RANGE: \$32,240.00 to \$51,918.00 / Per Year

OPEN PERIOD: Tuesday, July 29, 2014 to Tuesday, August 12, 2014

SERIES & GRADE: GS-0303-05/07

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL:

07

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

WHO MAY APPLY: United States Citizens

SECURITY CLEARANCE: Other

SUPERVISORY STATUS: No

JOB SUMMARY:

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position:

This position is located in the Locks and Dams Branch of the Pittsburgh District, U.S. Army Corps of Engineers. The incumbent serves as the primary employee responsible for assisting the Branch staff

with the practical and technical aspects of administrative functions to include file maintenance, personnel, training requirements, budgeting, procurement, property control and travel.

Who May Apply: U.S. Citizens

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Basic background check is a requirement
 - Permanent Change of Station (PCS) is not authorized
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DUTIES:

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Major Duties:

Provide support and assistance to supervisor and his/her subordinate staff by performing a variety of general office duties auxiliary to the work of the organization. Typical clerical and procedural duties of the position include:

- receiving visitors, incoming calls and correspondence, and determines appropriate course of action
- requisitioning services, office supplies, and repairs on office equipment
- reviewing outgoing correspondence, reports, etc., for format, grammar, and punctuation, and removing typographical errors
- preparing simple or repetitive, non-technical correspondence using required format
- keeping abreast of various procedural policies and requirements relative to all administrative tasks
- maintain information needed for budget purposes

Administrative support duties typically provided include:

- entering payroll into an automated system, and maintaining records of leave and attendance
 - composing complex, but non-technical correspondence
 - locating and assembling information for various reports, and briefings
 - maintaining and organizing filing systems
 - preparing travel orders, making arrangements for staff travel, and assisting staff with travel voucher
 - distribution of materials associated with the office functions
 - maintaining personnel training records and arranges for staff training
 - maintain suspense records to insure commitments are completed as required
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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: To qualify based on your work 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 one year of generalized experience equivalent to the next lower grade level (GS-04). Generalized experience is defined as: must have one year generalized experience of administrative functions in budget, procurement, property management, travel arrangements, process temporary duty orders (TDY), basic administrative skills such as answering phone calls, inquiries, liaison between divisions, districts, and functions within an organization.

GS-06: To qualify, applicants must possess one year of specialized experience equivalent to the next lower grade level (GS-05). Specialized experience is defined as: must be able to interpret and apply regulations, procedures, and policies relative to administrative actions in the functions of budget, procurement, property management, make travel arrangement, process temporary duty orders (TDY),

prepare and assure timely preparation of personnel and supporting documents. Assist with training by preparing training aids and prospects.

GS-07: To qualify, applicants must possess one year of specialized experience equivalent to the next lower grade level (GS-06). Specialized experience is defined as: You must be able to review and apply administrative guidelines necessary for project operations; interpret and apply regulations, procedures and policies pertaining to administrative actions in functions of budget, procurement, property management, personnel reports and records management. Incumbent must also be able to process temporary duty travel orders (TDY), timekeeping in accordance with regulatory guidance, assist with training needs within an organization. You must be able to perform all aspects of administrative work such as answering phone calls, greeting, and communicating with staff of an organization.

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

- Administrative support
- Personnel experience
- Contracting/Procurement
- Utilizing automated systems
- Communicate effectively

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

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.
- Basic background check is a requirement
- Permanent Change of Station (PCS) is not authorized.

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. Veterans who are preference eligible are listed ahead of non-preference applicants 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:

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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.
 - You may claim military spouse preference, see the information in the [Military Spouse Preference under Delegated Examining Procedures](#) Information sheet.
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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 Tuesday, August 12, 2014 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 1176506. 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:

Tammy D. Briggs

Phone: (502)624-5829

Email: TAMMY.D.BRIGGS@US.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.

[Agency Contact Info](#)

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Control Number:

376735500

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