

Job Title:Staff Assistant (Office Automation)

Department:Department of the Army

Agency:U.S. Army Corps of Engineers

Job Announcement Number:NEGE13440956836563

SALARY RANGE: \$37,983.00 to \$54,875.00 / Per Year

OPEN PERIOD: Thursday, February 07, 2013 to Wednesday, February 13, 2013

SERIES & GRADE: GS-0303-06/07

POSITION INFORMATION: Full Time - Agency Employees Only

PROMOTION POTENTIAL: 07

DUTY LOCATIONS: 1 vacancy in the following location:
Baltimore, MD United States

WHO MAY APPLY: Current Permanent Civilian Department of Army Employees within the commuting area

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 at the Baltimore District, Corps of Engineers, located in the City Crescent Building in downtown Baltimore, Maryland. The City Crescent Building is within walking distance of the historic Lexington Market and Baltimore's Inner Harbor. It is also close to Baltimore's premier stadiums and sports teams, Oriole Park at Camden Yards and M&T Bank Stadium, home of the Baltimore Ravens. Parking can be found in nearby garages and Mass Transit subsidy is available for those who elect to take public transportation.

Who May Apply:

- Current Army Employees on a Career or Career Conditional Appointment within the commuting area

KEY REQUIREMENTS

- Relocation expenses (PCS/Government Home Sale) are NOT authorized
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DUTIES:

As a GS-7, Staff Assistant (Office Automation), you will assist and advise the Chief/Deputy Chief, Contracting Division and Branch and Section Managers in the formulation, development and direction of administrative and personnel management policy matters. You will serve as the principal administrative liaison between the Human Resources Office and Contracting Division Managers on matters such as personnel actions, performance management, awards, policies, and recruitment. You will work independently, using a general understanding of the expected outcomes and the scope of the assignments, and draw upon experience in resolving the more difficult situations that occasionally arise.

At the GS-6 level all duties are the same as described above but the incumbent will work under close supervision of the supervisor who will provide instructions on how the work is to be completed. Supervision becomes progressively less detailed as incumbent gains more experience.

QUALIFICATIONS REQUIRED:

In order to qualify, you must meet the experience requirements described below. Your resume must clearly describe your relevant experience.

To qualify based on your work experience for the GS-6 level, your resume must describe at least one year of experience which prepared you to do the work in this job. Typical examples of such work include (but are not limited to): preparing correspondence, preparing a variety of personnel actions; and entering time and attendance. These examples are typical of work performed at the next lower grade/level position in the federal service (GS-05).

To qualify based on your work experience for the GS-7 level, your resume must describe at least one year of experience which prepared you to do the work in this job. Typical examples of such work include (but are not limited to): processing a variety of personnel or pay actions and interpreting and/or applying regulatory or procedural requirements to the actions; reviewing time and attendance for compliance with regulations; and preparing administrative documents and reports. These examples are typical of work performed at the next lower grade/level position in the federal service (GS-06).

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

- Knowledge of Human Resources Regulations and Procedures
- Skill in Using Automated Software
- Skill in Oral Communication
- Skill in Written Communication

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.
- You will be subject to a personnel security investigation.
- This is a Career Program (CP-51) position.

Selective Placement Factor:

- This position requires a typing proficiency of at least 40 words per minute based on a 5 minute sample with 3 or fewer errors.

HOW YOU WILL BE EVALUATED:

You will be asked a series of questions to determine your eligibility, qualification, and quality ranking for this position. If your responses to the eligibility and qualification questions result in a determination that you are not eligible or not qualified, you will receive no further consideration. If your responses result in a tentative determination that you are eligible and qualified, your application package (resume, supporting documents, and responses to the questionnaire) will be reviewed to verify that you meet the basic eligibility and qualification requirements.

BENEFITS:

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 at https://help.usajobs.gov/index.php/Pay_and_Benefits.

OTHER INFORMATION:

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. Annuitants reemployed in the Department of Defense receive full annuity and salary upon appointment. They are not eligible for retirement contributions or to participate in the Thrift Savings Plan, nor to a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e. retired under section 8336(d)(1) or 8416(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD instructions 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives.>)
 - Permanent Change of Station (PCS) Expenses are NOT authorized.
 - Relocation (Government Home Sale) Expenses are NOT authorized.

HOW TO APPLY:

To apply for this position, you must provide a complete Application Package.

Your complete application packages must include:

1. **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, you will 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 insufficient and you will not receive consideration for this position.

2. **Your responses to the online questionnaire**

3. **Documents to support your eligibility category(ies)** (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Wednesday, February 13, 2013.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

If you upload your documents, **do not fax** the same documents. If you are unable to upload your documents, you may submit them by fax. Download and complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following Vacancy ID 836563. Fax your documents to **1-478-757-3144**.

If you cannot apply online, you will need to provide the same information obtained in the online process. You will need three documents to complete this process: the Occupational Questionnaire, the scan response form, U.S. Office of Personnel Management Occupational Questionnaire (OPM Form 1203-FX), and a separate document described in item #3. below.

1. Download the scan response form, OPM Form 1203-FX, from http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf.
2. [View Occupational Questionnaire](#). Use this information to guide you in completing the OPM Form 1203-FX. Note that you may be instructed to leave some responses blank on the scan response form.
3. On a separate document, please identify which position(s) on your resume (include title, organization, and employment dates) support any response of "E" ("I am considered an expert in performing this task...").

Fax the completed OPM Form 1203-FX, along with your required and supporting documents, to **1-478-757-3144**. Your OPM Form 1203-FX will serve as a cover page for your fax transmission.

PLEASE NOTE: The numbering on the OPM Form 1203-FX will not match the Occupational Questionnaire in Section 25 of the OPM Form 1203-FX, which continuously numbers from number one, while the Questionnaire starts each section of questions with number one. When entering your responses please continue regardless of number sequence. This issue has been identified and will be resolved as soon as possible.

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:

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which support your eligibility category or categories. If your eligibility category is listed below, you must provide the documents described for that category. If your eligibility category is NOT listed below, contact the Central Resume Processing Center for assistance.

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.

Applicants Relying on Education to Qualify: 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". Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please submit foreign equivalency documentation with your application.

Eligibility Categories

Veterans:

- **Veterans' Readjustment Appointment (VRA) eligible or Veterans Employment Opportunities Act (VEOA) of 1998 eligible:** You are required to submit DD Form 214, Military Discharge (Member Copy 4).
- **Disabled Veterans:** You are required to submit DD Form 214, Military Discharge (Member Copy 4), a completed SF-15, Claim for 10-Point Veteran Preference, AND a letter from the Department of Veteran's Affairs certifying an OVERALL SERVICE-CONNECTED DISABILITY of 30% or more. The OVERALL rating must be identified on your certification letter.
- **Future Military Retirees*:** You are required to submit a copy of your retirement DD Form 214 OR a copy of your retirement letter AND a copy of your terminal leave letter OR certification document**.

- **Future Military Separatees***: You are required to submit a copy of your most recent DD Form 214 OR certification document** OR a copy of your most recent active duty orders AND a copy of your terminal leave request (if applicable).

* Active duty military members who are selected may not be appointed unless on terminal leave before the effective date of employment.

** The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed.

More information about Veteran's Preference is available at <http://www.opm.gov/employ/veterans/html/vetguide.asp>.

Current Permanent Federal Employee: You are required to submit a copy of your most recent Notification of Personnel Action (SF-50) showing your current Pay Plan/Pay Schedule, Series/Occupational Code, and Grade/Pay Band. If you are a current temporary/term employee who previously held a permanent Federal position see below.

Former Permanent Federal Employee: You are required to submit a copy of the most recent SF-50, which shows your appointment eligibility for the position for which you are applying. Your tenure in Block #24 of the SF-50 will be 1 if you attained career status OR Block #24 will be 2 if you were a career-conditional employee.

Applicant with Disability(ies): You are required to submit proof of disability in the form of written certification from a licensed medical professional, OR a licensed vocational rehabilitation specialist, OR any Federal agency, State agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.

ICTAP Eligible: You are required to submit a copy of your reduction-in-force notice and a copy of your most recent SF-50 showing your current pay plan/pay schedule, series/occupational code, grade/pay band, and duty location.

Military Spouse Preference: You are required to submit a copy of your most recent SF-50 and a copy of your Military sponsor's PCS orders.

Interchange Agreement: You are required to submit a copy of your most recent SF-50 (or equivalent) providing information pertinent to your appointment eligibility for the position to which you are applying.

Overseas Family Member Appointment: You are required to submit a copy of your sponsor's PCS orders.

Former Overseas Family Members Eligible for Career-Conditional Appointment under E.O.12721: You are required to submit a copy of your SF-50(s) and sponsors PCS orders.

PLEASE NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for someone other than yourself. 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:

Central Resume Processing Center

Phone: (410)306-0137

Email: USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL

Agency Information:

DA NER USACE Baltimore

ATTN PECH-NER-H

PO Box 1715

10 South Howard St

Baltimore, MD 21203-1715

WHAT TO EXPECT NEXT:

If you provided an email address, you will receive email notification as soon as you submit your application. Your responses to the online questionnaire will be used to determine your eligibility, qualifications, and quality ranking for this position. Based on your responses, if you are determined to be ineligible or not qualified, your application will receive no further consideration.

Your responses may be compared to the documents you submit. 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 "insufficient information" and you will not receive further consideration for this job. Please follow all instructions carefully. Errors or omissions may affect your rating.

To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select My Applications, and click on the more information link under the application status for this position.

If you do not provide an email address, you are responsible for checking status updates and notifications in USAJOBS. Hard copy notifications will not be sent to you.

For questions regarding the status of your application, eligibility or qualifications determination contact the Central Resume Processing Center at usarmy.apg.chra-ne.mbx.applicanthelp@mail.mil