



**STATEMENT OF DUTIES (Cont'd):**

against blanket purchase agreements. Incumbent is accountable for procurement actions. **Research and Analysis:** Performs work involving collection, compilation and tracking of data and statistical information. Maintains automated system of program-specific data to track type of administrative activity, including accounting, financial, personnel management, contracts, education statistics, facilities management and information technology. **Office Program Planning Work:** Performs assistance work, in support of Line Office staff efforts that may include schedule of day-to-day office plans and whereabouts of the staff. Develops routine plans or schedules utilizing standard references and existing information. **Correspondence Control:** Manages a variety of correspondence for the Line Office. Summarizes important correspondence data, assembles background information, reports and attachments by obtaining information from staff, libraries, files and other sources. **Budget:** Gathers historical data; including salaries, travel, training, supplies and material and any other related data of costs for organization. Reviews financial obligations, financial operating cost for programs, based on historical documents and expenditure trends. **Performs Liaison, Communication:** Maintains liaison and communications with persons and groups both within and outside the organization on administrative and/or program information issues, including readily available education statistics, human resources, training, and property management. **Special Projects:** Plans and accomplishes special projects. **Office Planning and Clerical Support:** Types correspondence and memos from rough draft, verbal instructions or hand written notes. Reviews data and style in report or development of reports to be clear in meaning. Prepares travel orders and travel vouchers for support staff, prepares all travel arrangements and accommodations for employee traveling. Responsible for automated time and attendance reports. **Office Automation:** Performs office automation duties using such software applications as electronic mail, desktop publishing, calendar, spreadsheet, database and graphics.

**SUMMARY OF QUALIFICATIONS REQUIRED:** (Refer to Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions for additional qualification requirements and substitutions for education <http://www.opm.gov/qualifications/sec-iii/a/num-ndx.asp>). Applicants *must meet* the qualification requirements contained in the OPM Standards.

**EXPERIENCE AND EDUCATION REQUIREMENTS:** The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

| GRADE/<br>POSITIONS                    | EXPERIENCE |  | EDUCATION                            |
|--|------------|--|--------------------------------------|
|  | GENERAL    | SPECIALIZED  |                                      |
| <b>GS-2</b><br>All positions           | 3 months   | None   | High school graduation or equivalent |
| <b>GS-3</b><br>All other positions     | 6 months   | None   | 1 year above high school             |
| <b>GS-4</b><br>All positions           | 1 year     | None   | 2 years above high school            |
| <b>GS-5</b><br>All other positions     | None       | 1 year equivalent to at least GS-4                   | 4 years above high school            |
| <b>GS-6 and above</b><br>All positions | None       | 1 year equivalent to at least next lower grade level | Generally, not applicable            |

**GENERAL EXPERIENCE:** (All positions except Reporting Stenographer, Shorthand Reporter, and Closed Micro-phone Reporter)--Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

**SPECIALIZED EXPERIENCE:** (All positions except Reporting Stenographer, Shorthand Reporter, and Closed Micro-phone Reporter)--Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to

**SPECIALIZED EXPERIENCE (Cont'd):**

have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Status applicants MUST also meet Time-In-Grade requirements and Time after competitive requirements by the closing date of this announcement.

**PROFICIENCY REQUIREMENTS:** In addition to meeting experience or education requirements above, applicants for this position must show possession of Office Automation skills and must have typing proficiency of 40 words per minute. Applicants must meet these requirements by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue certificates by the Office of Personnel Management, or by self-certifying their proficiency.

**HOW TO APPLY:** It is to your advantage to read the 'HOW TO APPLY' section of the OF-612, Application for Federal Employment, which contains guidance on the information that **MUST BE** included in your narrative application or resume to ensure your optimum consideration. The following forms must be submitted in order to have a complete application (**preferably in the following order**):

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates (Mth/Yr), Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and **3 personal references**. Application or resume must have original signature and current date, available at <http://www.opm.gov/forms/html/of.asp>.
2. Indicate on your resume the grade(s) you are applying for, or this will be determined for you.
3. Supplemental Questionnaire, KSA resume, included in this announcement. Failure to respond to the KSA questions may result in loss of consideration.
4. Official College Transcript is required for verification/documentation.
5. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
6. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
7. Form DD-214, if claiming 5 pt. veteran's preference. If claiming 10 pt. or more veteran's preference, submit Form DD-214, Standard Form 15 and required proof of entitlement from VA.
8. DI-1935, Background Survey Questionnaire, listed in announcement, submission is voluntary and not a required form, available at <http://www.doi.gov/diversity/di1935.htm>
9. Applicant Screening Questionnaire, included in announcement.
10. Self-certification statement, included in announcement.
11. Availability Summary for Applicant Supply File, included in announcement.
12. *Self-Report* Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa-gsa.html> (**USE NONFILLABLE PDF VERSION**).

**NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

**Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements AND accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.**

**Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.**

**MAILING ADDRESS**

**You can Mail applications to:**  
BUREAU OF INDIAN AFFAIRS  
Human Resource Office - BIE  
1011 Indian School Road NW, Room 150  
Albuquerque, New Mexico 87104

**OR**

**FAX NUMBER**

**You can Fax applications to: (505) 563-5305**

**FOR ADDITIONAL INFORMATION:**

CONTACT: Gayla Schock

TELEPHONE: (505) 563-5324

**OTHER REQUIREMENTS/SPECIAL REFERENCE:**

- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- This position may be filled at the full performance level, GS-07, or as a career-ladder position. If filled as a career-ladder position, the incumbent may be non-competitively promoted to the next higher or full performance level.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT be paid in accordance with Federal Travel Regulations.

**CTAP/ICTAP:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection.

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Well-Qualified Definition: The Office of Personnel Management (OPM) has defined well-qualified to be generally those applicants whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements but who would not necessarily meet the definition of highly or best qualified. An eligible CTAP applicant is determined to be well-qualified if he/she meets the following:

- a) OPM qualification standards for the position;
- b) All selective factors, where applicable;
- c) Special qualifying conditions that OPM has approved for the position;
- d) Is physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and
- e) Is rated by the organization at least the "good" or equivalent rating level on all quality ranking factors.

Federal employees Seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5CFR 330.605(a) for CTAP and 5CFR 330/704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP and ICTAP eligible.

**BASIS OF RATING:** All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted.

**SUPPLEMENTAL QUESTIONNAIRE:** This supplemental questionnaire will be the principal basis for determining whether or not you are highly qualified for this position. Failure to provide supporting documentation may result in a lower or ineligible rating. **You should consider appropriate work experience, outside activities, awards, training, and education for each of the following items:**

*Failure to respond to the KSA questions may result in loss of consideration.*

1. Knowledge, skill and ability to apply limited analytical and evaluative techniques for resolution, identification, and consideration of issues or problems encountered by work produced by the programs of a procedural and factual nature.

**SUPPLEMENTAL QUESTIONNAIRE:**

2. Knowledge and understanding of Federal laws, rules, regulations and policy governing the government's relationship with Indian tribes and people.
3. Knowledge of procedures and regulations covering the processing of a wide range of procurement and budgetary transactions to process and extract budgetary data from a variety of forms, documents, and reports.
4. Knowledge of personnel support functions and activities in order to coordinate and integrate internal administrative support procedures and controls.
5. Knowledge of administrative and clerical functions, processes practices and procedures to perform administrative and clerical support duties, including office automation support, office procedures, filing systems correspondence and mail processes and procedures, time and attendance, and travel.

On a separate sheet of paper address the above items in narrative form, identify the vacancy announcement number across the top, and sign and date your supplemental questionnaire.



**Bureau of Indian Education  
Human Resources Office**

SELF-CERTIFICATION STATEMENT

Job Title: OA Clerk/Asst **OR** Prog Support Asst (OA) **OR** Admin Support Asst (OA), GS-0326/0303-2/3/4/5/6/7

Announcement Number: HU ASF 09/01A

For all positions titled as Office Automation or any clerical position which has parenthetical title of Office Automation (OA), applicants must have typing proficiency of 40 words per minute and knowledge of general office automation software, such as, word processing, personal computers, electronic mail, data base, spreadsheets, etc.

To be eligible for (OA) positions, you must be able to:

1. Type 40 words per minute.
2. Possess knowledge of general office automation software, such as word processing, personal computers, electronic mail, database, spreadsheets, etc.

Please sign and date the Self-Certification Statement and submit with your application or resume.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET FORTH IN THIS SELF-CERTIFICATION STATEMENT FOR:

- TYPING AND KNOWLEDGE OF GENERAL OFFICE AUTOMATION SOFTWARE, (i.e., word processing, personal computers, electronic mail, database, spreadsheets, etc.)

NOTE: A certification statement must be signed and dated for each specific job announcement.

A falsification of this statement may be used as grounds for not employing you, or for dismissal.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Bureau of Indian Education  
Human Resources Office**

**AVAILABILITY SUMMARY  
FOR APPLICANT SUPPLY FILE**

Name: \_\_\_\_\_  
(please print)

Job Title: OA Clerk/Asst OR Prog Support Asst (OA) OR Admin Support Asst (OA), GS-0326/0303-2/3/4/5/6/7

Announcement Number: HU ASF 09/01A

Please fill in the appropriate blocks relating to availability, temporary employment and salary. You will be considered only for vacancies at locations indicated as acceptable to you. If not received at that time your application will remain in our Inactive Files.

I am available for Federal Employment starting: \_\_\_\_\_

I will accept temporary appointment for:

1 month or less

1 to 4 months

4 to 12 months

Less than 40 hours per week or Part-Time

I will not accept temporary appointment

The lowest grade or salary I will accept is: \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)