



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Human Resource Office - BIE
1011 Indian School Road NW, Suite 150
Albuquerque, New Mexico 87104



VACANCY ANNOUNCEMENT

THIS ANNOUNCEMENT MAY BE ACCESSED @ WWW.USAJOBS.OPM.GOV AND WWW.OIEPHR.BIA.EDU

POSITION TITLE & GRADE: Office Automation Clerk/Assistant,
GS-0326-2/3/4/5
(At any grade level without promotion potential)
** You must indicate your lowest grade willing to accept on your application.*

POSITION INFORMATION: Permanent/Temporary Positions (NTE 6 Months to 1 Year)
Full-Time/Part-Time

SALARY RANGE: **DC Metro Area:**
GS-02: \$24,277 - \$30,547 PA; GS-03: \$26,487 - \$34,431 PA;
GS-04: \$29,736 - \$38,655 PA; GS-05: \$33,269 - \$43,251 PA;
Albuquerque Area:
GS-02: \$22,454 - \$28,254 PA; GS-03: \$24,499 - \$31,847 PA;
GS-04: \$27,504 - \$35,753 PA; GS-05: \$30,772 - \$40,005 PA;

LOCATION: Bureau of Indian Education, Washington, D.C. **OR** Albuquerque, New Mexico
** You must indicate your location preference on your application.*

ANNOUNCEMENT NUMBER: BIE ASF 09-01 **ISSUING DATE:** 01/02/09
CLOSING DATE: 12/31/09

CONSIDERATION AREA: Government-Wide / Indian Preference Eligibles / Current Status
Employees or Former Employees With Reinstatement Eligibility
<http://www.usajobs.gov/infocenter/howjobsgetfilled.asp> **OR**
<http://www.usajobs.gov/infocenter/glossary/A.asp>

For VERIFICATION of our receipt of your application-resume, please contact:
Tami Lewis at (505) 563-5304

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

VETERANS EMPLOYMENT OPPORTUNITIES ACT: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

STATEMENT OF DUTIES: The incumbent uses a personal computer to produce a wide range of documents. Uses software including database management, electronic mail, word processing, spreadsheets, graphics, desktop publishing, and other similar software to enter, revise, sort and calculate, retrieve and finalize data for a variety of purposes. Proofreads material to assure grammatical and typographical correctness and conformity with instructions, guidelines and policies. Assists in maintaining subject matter files and records that relate to the work of the office and records that relate to the work of the office. Prepares and issues government travel requests and travel authorizations. Prepares and types travel vouchers in final and acceptable form from

STATEMENT OF DUTIES (Cont'd):

rough drafts. Assists in timekeeping functions for the office/Division/Branch/Unit. Utilizing the automated time and attendance system and/or paper time and attendance reports. Receives visitors and telephone calls to the office, determines the nature of requests and directs callers to appropriate staff or personally providing the information desired when routine or procedural matters of the office are involved. Performs other routine clerical tasks incidental to the function of the office, such as filing, operating copier and maintaining records, manual and handbooks.

SUMMARY OF QUALIFICATIONS REQUIRED: (Refer to Office of Personnel Management (OPM) Qualification Standards for Qualifications Standards for Clerical and Administrative Support Positions for additional qualification requirements and substitutions for education <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>). 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/ POSITIONS	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-2	3 months	None	High school graduation or equivalent
GS-3	6 months	None	1 year above high school
GS-4	1 year	None	2 years above high school
GS-5	None	1 year equivalent to at least GS-4	4 years above high school

GENERAL EXPERIENCE: 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: 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 and directly related to the Statement of Duties. Applicants who have the 1 year of appropriate specialized experience, as indicated in the Qualifications Standards table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

EDUCATION: Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grades GS-3 through GS-5 for all positions except Reporting Stenographer, GS-5. 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.

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

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. Supplemental Questionnaire, KSA resume, included in this announcement. Failure to respond to the KSA questions may result in loss of consideration.
3. Official College Transcript is required for verification/documentation.
4. 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.
5. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. 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.
7. 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>
8. Applicant Screening Questionnaire, required, included in announcement.
9. 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**).
10. Self-Certification Form with application /resume, required, included in announcement.

NOTE: Form BIA 4450, Supervisory Appraisal of Demonstrated Performance or Potential, has been abolished and is NO LONGER REQUIRED.

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement. E-Mailed applications/resumes will NOT be accepted.

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 accepts 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:

BUREAU OF INDIAN AFFAIRS
Human Resource Office - BIE
1011 Indian School Road NW, Room 150
Albuquerque, New Mexico 87104

FAX NUMBER:

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

FOR ADDITIONAL INFORMATION:

CONTACT: Gayla Schock or Jacque Benavides TELEPHONE: (505) 563-5324/5313

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.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT BE paid in accordance with Federal Travel Regulations.

CAREER TRANSITION ASSISTANCE PLAN (CTAP): 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.

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:

1. Knowledge and skill to use a personal computer and a variety of software including database management, electronic mail, and word processing in order to produce a wide variety of documents.
2. Knowledge of spelling, punctuation and correspondence rules to apply to various administrative and technical documents.
3. Ability to meet and deal with management, employees, Tribal officials and the general public in a professional and courteous manner.
4. Knowledge of office procedures and records maintenance to research, distribute, maintain and dispose or retain files accordingly.

On a separate sheet of paper address the SUPPLEMENTAL QUESTIONNAIRE 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: Office Automation Clerk/Assistant, GS-326-2/3/4/5 Announcement No: BIE ASF 09-01

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)