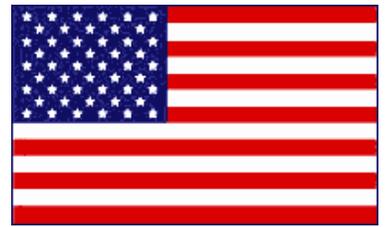




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)
Hillsboro, OR East Portland, OR



NOTICE OF VACANCY

1. Announcement Number T38-10-0144-YH	2. Title, Series, Grade, Salary Administrative Support Assistant (20178-0) GS-303-7 \$40,894 to \$53,166 per annum (Based on full-time employment)	3. Tour of Duty Days M-F	4. Duty Station Chief of Staff Portland Division
5. Type & Number of Vacancies 1 Temporary Full-time position NTE 09/30/2010	6. Contact Human Resources Assistant 503-273-5236	7. Opening Date 04/20/2010	8. Closing Date 04/26/2010

WHO MAY APPLY TO THIS ANNOUNCEMENT:

Employees covered under the provision of the Interagency Career Transition Assistance Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include providing data collection and tracking support of the organization's program operations, assisting in the planning review and reporting of data/statistical results of programs and project studies, establishing protocol for incoming data, organizing computerized data sets, and supporting the policy development and technical activities of the organization.

MAJOR DUTIES:

The incumbent works as an Administrative Support Assistant in the Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF) Program under the OEF/OIF Program Manager, Chief of Staff Service, Portland Division. The incumbent provides administrative/clerical support to the OEF/OIF Program Manager, which include: resolving problems associated with the data analyses, as well as administrative and clerical work of the office including enrollment functions. The Administrative Support Assistant performs duties as a greeter in the hospital as well as at various venues including community service coordination, data analysis and graphing, special seamless transition, and/or outreach projects. The incumbent monitors and compiles data from the Department of Defense (DOD), VA and VISN to meet the goals and program guidelines for seamless transition.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-303 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: One (1) year of specialized experience is required that has 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 the next lower grade level in Federal Service. Examples of specialized experience include: providing data collection and tracking support of the organization's program operations, assisting in the planning review and reporting of data/statistical results of programs and project studies, establishing protocol for incoming data, organizing computerized data sets, and supporting the policy development and technical activities of the organization.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge of VA Central Office (VACO) directives, local directives, and policies.
2. Ability to communicate verbally and in writing with a wide variety of staff members such as program managers, government accounting office personnel, program auditors, as well as patients and patient family members.
3. Knowledge and ability to work under pressure, use sound judgment, organize, prioritize, meet requirements, and manage deadlines in a responsible and professional manner.
4. Proficient ability to utilize electronic databases, word processing software, and automated programs such as Microsoft Word, Access, Excel, PowerPoint, and Outlook.

(Continued on next page)

5. Ability to research program resources services and perform work related to the acquisition and development of program resource materials which support policy development, and technical activities of the organization.

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

This agency 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 agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
7. A copy of your college transcripts (Optional unless education is required).
8. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

All application packets must be received in Human Resources by Close of Business (COB) on 04/26/2010.

Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS
Attn: T38-10-0144-YH
PO Box 1034
Portland, OR 97207

Or brought in person to:

Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**