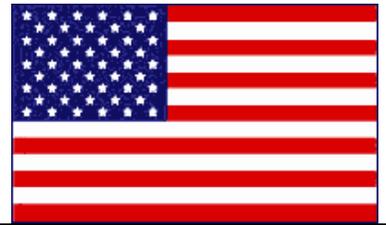




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

<p>1. <u>Announcement Number</u></p> <p>MP-06-702-DL</p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p>Legal Assistant (31894A) GS-0986-6 \$32,904 to \$42,774 per annum (Based on full-time employment)</p>	<p>3. <u>Tour of Duty</u></p> <p>Days M-F</p>	<p>4. <u>Duty Station</u></p> <p>Release of Information, Health Information Service, Portland Division</p>
<p>5. <u>Type & Number of Vacancies</u></p> <p>Permanent 2 Full-time positions</p>	<p>6. <u>Contact</u></p> <p>Human Resources Assistant 503-220-8262 x 57317</p>	<p>7. <u>Opening Date</u></p> <p>12/26/06</p>	<p>8. <u>Closing Date</u></p> <p>1/17/07</p>

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

MAJOR DUTIES:

Incumbent works under the general supervision of the Release of Information (ROI) Staff Assistant, who provides work instructions, scope of work assignments and results expected. Initiates and composes standardized legal forms routinely needed for specific legal action. Prepares a variety of correspondence. Examines, prepares and process a variety of technical legal documents. Assists in the preparation of legal actions such as tort claims, judgments, applications, notices, affidavits, summonses, subpoenas, and other legal documents. Incumbent must have knowledge of VA regulations relative to medical records, procedures, and techniques. Knowledge of legal aspects of ROI laws and tort claim procedures.

NOTE: INCUMBENT MUST BE ABLE TO BECOME A NOTARY WITHIN 30 DAYS OF OCCUPYING POSITION

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-986 series apply 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.

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: (1) year of specialized experience is required that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform 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 GS-5 grade level.

Substitution of Education for Experience: Generally, not applicable

- **INCUMBENT MUST BE ABLE TO BECOME A NOTARY WITHIN 30 DAYS OF EMPLOYMENT.**

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. Ability to communicate orally and in writing.
2. Knowledge of VA regulations relative to medical records, and release of information laws.
3. Ability to manage multiple priorities and respond to demands from several competing sources.
4. Ability to work harmoniously with others in a team environment to accomplish goals.

(Continued on next page)

5. Ability to communicate effectively with a variety of people from different backgrounds.
6. Knowledge of medical records components.

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.

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:

All application packets must be received in Human Resources by Close of Business (COB) on 1/17/07.

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: MP-06-702-DL

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

Portland VAMC employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after close of announcement)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 7 days after close of announcement)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

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.

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.**