

# Veterans Health Administration

Department: Department Of Veterans Affairs

Agency: Veterans Affairs, Veterans Health Administration

Job Announcement Number:

VA-1-07-0274

[DETAILED VERSION](#)

[CLOSE](#)

[PRINT](#)

Overview

## SECRETARY (OA)

**Salary Range:** 33,597.00 - 43,676.00 USD per year

**Series & Grade:** GS-0318-06/06

**Open Period:** Wednesday, January 31, 2007  
to Tuesday, February 13, 2007

**Position Information:** Full-Time Permanent

**Duty Locations:** 1 vacancy - PORTLAND, OR

### Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

### Job Summary:

**Announcement No.:** VA-1-07-0274

## JOB OPPORTUNITY WITH THE DEPARTMENT OF VETERANS AFFAIRS

**POSITION:** 1 vacancy, SECRETARY (OA), GS-318-6, PERMANENT

**AGENCY:** VA MEDICAL CENTER

**LOCATION:** PORTLAND, OR

**SALARY:** \$33,597 TO \$43,676 PER YEAR

Duties

### Major Duties:

**DESCRIPTION OF DUTIES:** Incumbent, located in the office of the Director of Pharmacy Service, will be receiving, scheduling, referring and contacting members of the staff, agency, and persons outside the agency; providing general public contact support services: answering the telephone, referring visitors, providing information about the office, its functions, and standard operating procedures, etc.; processing incoming and outgoing correspondence, reports, memoranda; composing letters and reports; preparing public presentation outlines, developing standard/form letter replies to inquiries; scheduling appointments, coordinating meetings, and/or scheduling conferences; obtaining and monitoring the use of services, supplies and equipment for the office.

## Qualifications and Evaluation

### Qualifications:

**QUALIFICATIONS REQUIRED: APPLICANTS MUST SPECIFY A TYPING PROFICIENCY OF AT LEAST 40 WORDS PER MINUTE, AND** must have (1) one year of specialized experience (equivalent to at least the GS-5 level in the Federal service) receiving, scheduling, referring and contacting members of the staff, agency, and persons outside the agency; providing general public contact support services: answering the telephone, referring visitors, providing information about the office, its functions, and standard operating procedures, etc.; processing incoming and outgoing correspondence, reports, memoranda; composing letters and reports; preparing public presentation outlines, developing standard/form letter replies to inquiries; scheduling appointments, coordinating meetings, and/or scheduling conferences; obtaining and monitoring the use of services, supplies and equipment for the office.

You must be a U.S. citizen to qualify for this position.

### How You Will Be Evaluated:

YOUR SCORE WILL BE DETERMINED FROM THIS SUPPLEMENTAL INFORMATION YOU PROVIDE. IF YOU DO NOT PROVIDE THIS INFORMATION YOU WILL IF BASICALLY ELIGIBLE BE GIVEN THE MINIMUM SCORE OF 70, PLUS ADDITIONAL POINTS FOR VETERANS PREFERENCE, IF APPROPRIATE.

**ANY INFORMATION NOT SUBMITTED WITH YOUR ORIGINAL APPLICATION WILL NOT BE CONSIDERED. YOU WILL NOT BE ASKED FOR MORE INFORMATION. IF WHAT YOU PROVIDE IS INADEQUATE OR INCOMPLETE, YOU MAY BE FOUND INELIGIBLE OR RECEIVE A MINIMUM SCORE OF 70.**

**8. On a separate attachment(s) describe, in narrative form, your experience/education as it relates directly to each factor listed below: (head each narration with the statement as shown below)**

- I. ABILITY TO PERFORM ADMINISTRATIVE FUNCTIONS**
- II. ABILITY TO COMMUNICATE VERBALLY AND IN WRITING**
- III. ABILITY TO MONITOR SERVICES AND MAINTAIN SUPPLIES AND EQUIPMENT**

## Benefits and Other Information

### Benefits:

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

## How to Apply

**How To Apply:**

**HOW TO APPLY:** Complete and submit:

*a full application package is required for each announcement for which you are applying*

(For a full copy of any VA announcement, go to the OPM website, [www.usajobs.opm.gov](http://www.usajobs.opm.gov))

(If needed, you may also call the OPM telephone access at: 1-478-757-3000)

It remains the responsibility of the applicant to ensure that all submitted documents are readable and that all application material is received in a timely manner, regardless of the method used for submission. (18.U.S.C. 1719) The Department of Veterans Affairs assumes no responsibility for the late delivery of applications (**i.e., postal service delays, computer system or fax machine is down at the sending or receiving location, etc.**)

APPLICATIONS MAILED IN FEDERAL GOVERNMENT FRANKED ENVELOPES WILL NOT BE ACCEPTED FOR EMPLOYMENT CONSIDERATION. **FAXES OR E-MAIL RECEIVED FROM FEDERAL GOVERNMENT AGENCIES WILL NOT BE ACCEPTED.**

1. The Optional Application for Federal employment (OF-612), resume or any other written format. Your application must contain the information stated in the OF-510 pamphlet, *Applying for a Federal Job*. Complete announcements and forms may be obtained on the OPM website, [www.usajobs.opm.gov](http://www.usajobs.opm.gov)
2. Applicant must provide Social Security Number and Announcement number on application.
3. **Provide beginning (month/year) and ending (month/year) dates of employment, the average number of hours worked per week, and a description of your duties for each position listed on your application or resume. If you performed under more than one position title, give us the percent of time you spent performing each title's functions. (ex: Secretary/Medical Clerk)**
4. You must submit a copy of your college transcripts\* to provide evidence/verification of completed course work when education is required for qualification, or you are applying under an education substitution clause. (\*Degree Certificates are not acceptable) If any licensure or certification is required to qualify, you **must** submit a copy of that license or certificate.
5. If you are applying for Veterans preference, submit a copy of your DD 214; if you are applying for 10-point preference submit appropriate proof as specified on the reverse of SF-15 and dated in 1991 or later.

**(VETERANS PREFERENCE), You may obtain copies of your Military Records at:**

<http://vetrecs.archives.gov/>

- *During the period December 7, 1941 to July 1, 1955.*
- *For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976.*
- *Operation Joint Endeavor in Bosnia from November 20, 1995 to December 20, 1996.*
- *Operation Joint Guard from December 20, 1996 to: (To Be Determined). The Secretary of each*

*military department must decide which members are eligible.*

- *During the Gulf War from August 2, 1990 through January 2, 1992 (who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long). Otherwise eligible means that the person must have been released from the Service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.*
- *In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia and Bosnia.*
- *A campaign medal holder or Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.*
- *The Global War on Terrorism Expeditionary Medal will recognize service members who participate in an expedition to combat terrorism on or after September 11, 2001.*

6. If you are currently a Department of Veterans Affairs employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the Department of Veterans Affairs' Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration you must:
- A. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and the date of the RIF separation has not passed and you are still on the rolls of Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
  - B. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
  - C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
  - D. Be currently employed by Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
  - E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

F. Be rated well-qualified for the position. ACTAP candidates attaining an eligibility rating for this position of 85.0 or above (not including veterans preference points) will be considered "well-qualified". (candidates must obtain a minimum of three points for each rating factor listed below).

7. If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration you must:

A. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or your agency documenting your priority consideration status with your application package.

1. Current or former career or career conditional (tenure group I or II) competitive service employees who:

- a. Received a RIF separation notice; or
- b. Separated because of a compensable injury, whose compensation has been

terminated,

and whose former agency certifies that it is unable to place, or

- c. Retired with a disability and whose disability annuity has been or is being terminated;

or

- d. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or

- e. Retirement under the discontinued service retirement option; or

reassignment

- f. Was separated because he/she declined a transfer or function or directed to another commuting area.

2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the title 5 United States Code; or

B. Be applying for a position at or below the grade level of the position from which you have

been separated. The position must not have a greater promotion potential than the position from which you were separated.

- C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
- D. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
- E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g. submit all required documentation, etc.).
- F. Be rated well-qualified for the position. To be considered well-qualified you must earn the score cut-off of 85.0 (prior to the assignment of veterans preference points) which distinguishes well qualified candidates from minimally qualified candidates on the rating criteria developed for the position. (Candidates must obtain a minimum of three points for each rating factor listed below).

9. Submit your application in **ONLY ONE of the four (4) \* methods** below (IF you submit your application by MORE THAN ONE method, or submit more than one application, duplicates will be returned to you) **Please note: we only accept e-mailed applications; we do not respond by e-mail.**

**If you send in a new application, and you wish it to replace an application already in file, please provide a cover letter stating that.**

**A. Mail (#1)\* or Hand Deliver (#2)\* to:**

Delegated Examining Unit (05DEU)  
VA Greater Los Angeles Healthcare System  
11301 Wilshire Boulevard  
Building 258, Room

128  
Los Angeles, CA 90073-1003

**B. Fax (#3)\* to: 310-268-4929**

**C. E-mail (#4)\*: Submit your application by e-mail to: [vajobs.deu@va.gov](mailto:vajobs.deu@va.gov) YOU MUST**

e-mail a full application package for each announcement for which you are applying. Type **"APPLICATION – (first name, last name)- announcement number"** in the subject line. For example: APPLICATION – John Doe – VA-1-07-0274. Prepare your application or resume and the Knowledge, Skills and Abilities

statement, in the body text of the e-mail message or prepare a word processing document (MS Word 97 is preferred) and submit the document as an attachment to the e-mail. Only required supporting documents (veteran's preference, DD-214, college transcripts, etc.), if not scanned and attached to the e-mail, must be faxed to the address above by the **closing date** of the announcement, or mailed to arrive at the address above by the **closing date** of the announcement, which is **4:00** p.m. Pacific Standard or Daylight Savings Time. (All supporting documents **MUST** show your name, Social Security number, and the announcement # for which you are applying).

**PLEASE NOTE: OUR SYSTEM CANNOT ACCESS ON-LINE RESUMES FILED WITH O.P.M. OR OTHER FEDERAL AGENCIES**

For additional information and application forms please call the Delegated Examining Unit: **310-268-4150**

**Note:** 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.

**OTHER INFORMATION:** Standing registers (lists of eligibles) will not be established as a result of this job opportunity announcement. Applicants will be notified if they have been referred for job consideration or sent a letter of eligibility if they are found ineligible. No other position will be filled from this source.

Applicants applying under this announcement WILL NOT be considered under Veteran's Recruitment Authority (VRA), Veteran's Employment Opportunities Act (VEOA), reinstatement, transfer, Schedule A, Title 38 or other non-competitive hiring authorities. If you wish to be considered under one of these appointment authorities, please contact the Human Resources Management Office, directly, at the location or facility where you wish to be employed.

APPLICATIONS MUST BE RECEIVED IN THIS OFFICE BY CLOSE OF BUSINESS

**(4 P.M., PST, PDT) ON FEBRUARY 13, 2007 TO BE ACCEPTED FOR CONSIDERATION**

**UNITED STATES CITIZENSHIP REQUIRED**

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information:**

AMY LEWIS

Phone: 310-268-4150

Fax: 310-268-4929

Or write:

VA GREATER LOS ANGELES HEALTHCARE SYSTEM

11301 WILSHIRE BLVD., BLDG 258, ROOM 128

LOS ANGELES, CA 90073

US

Fax: 310-268-4929

**What To Expect Next:**

**YOU WILL BE CONTACTED BY MAIL 12 – 15 DAYS FROM THE CLOSING DATE OF THE ANNOUNCEMENT**

## EEO Policy Statement

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.

## Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[DETAILED VERSION](#)

[CLOSE](#)

[PRINT](#)



**Send Mail**

### Send Mail to:

VA GREATER LOS ANGELES HEALTHCARE SYSTEM  
11301 WILSHIRE BLVD., BLDG 258, ROOM 128

LOS ANGELES, CA 90073  
US

Fax: 310-268-4929



**Questions?**

### For questions about this job:

AMY LEWIS

Phone: 310-268-4150

Fax: 310-268-4929

**USAJOBS Control Number:** 825803