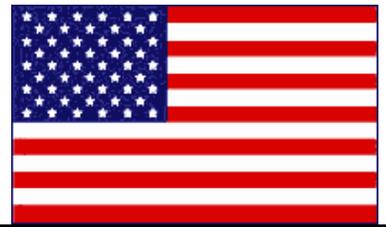




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY *Amended 12/2/08

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|--|--|---|---|
| 1. <u>Announcement Number</u> MP-09-0036-SJ | 2. <u>Title, Series, Grade, Salary</u> Supply Clerk (Retail) (Lead) (PD#00013) VC-2005-5 \$11.82 per hour | 3. <u>Tour of Duty</u> M-F 7:15a-3:45p | 4. <u>Duty Station</u> Veteran's Canteen Service, Portland, OR |
| 5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position | 6. <u>Contact</u> Human Resources Assistant 503-273-5236 | 7. <u>Opening Date</u> 11/12/08 | 8. <u>Closing Date</u> 12/4/08 |

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen
- Applicants who hold Permanent Resident-Alien status may be appointed to VCS positions when there are no qualified US citizens. Documented proof of resident-alien status must be presented prior to an appointment decision being rendered.

MAJOR DUTIES:

The incumbent of this position works under the general supervision of the canteen chief or his/her designee. Incumbent has an in-depth knowledge in performing canteen activities dealing with supply and sales procedures in accordance with standards, policies, and regulations of the VCS. Performs other related duties such as cash register operations, merchandise control, merchandise replenishment, display, training, housekeeping, and recordkeeping.

THIS POSITION IS IN THE BARGAINING UNIT

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).

QUALIFICATION REQUIREMENTS:

Eligibility: Veterans Canteen Service Administrative Guide AG-03, Qualification Standards Handbook for VCS Excepted Service Hourly Wage Rate Positions 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.

Experience Requirements:

- Ability to plan and organize own work, and the work of other lower grade workers.
- Knowledge of inventory control/warehousing procedures.
- Ability to read, interpret and follow instructions, and perform simple calculations in addition and subtraction.

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

Canteen employees need to complete, sign and date Application for Promotion or Reassignment (VA Form 4-4078) and submit to the Veterans Canteen Service Office.

US Citizens and Permanent Resident-Aliens must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.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).

(Continued on next page)

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.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).

Equal Employment Opportunity:

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, political affiliation, marital status, non-disqualifying physical or mental handicap, age, or membership or non-membership in a labor organization.

All application packets must be received in Canteen Service by Close of Business (COB) on *12/4/08.

Application forms may be obtained in Human Resources Office or electronically from the Office of Personnel Management's website at <http://www.opm.gov/forms/>.

Applications may be mailed to:

Portland VA Medical Center, P2CANT

Attn: MP-09-0036-SJ

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 100, Room 1D130

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.**