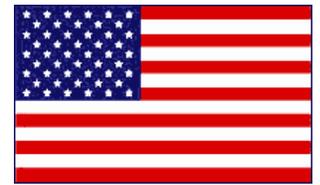




# PORTLAND VA MEDICAL CENTER

Portland, Oregon  
Portland, OR/Vancouver, WA Divisions  
& Community Based Outpatient Clinics



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  MP-09-0170-JC	<b>2. <u>Title, Series, Grade, Salary</u></b>  Secretary (PD#013970) GS-318-7 \$40,075 to \$52,099 per annum (Based on full-time employment)	<b>3. <u>Tour of Duty</u></b>  8a.m.-4:30 p.m. M-F	<b>4. <u>Duty Station</u></b>  Inpatient & Emergency Service Division, Portland Division
<b>5. <u>Type &amp; Number of Vacancies</u></b>  Permanent 1 Full-time position(s)	<b>6. <u>Contact:</u></b>  Human Resources Assistant 503-273-5236	<b>7. <u>Opening Date</u></b>  03/02/2009	<b>8. <u>Closing Date</u></b>  03/06/2009

### 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:

The incumbent provides program support and specialized administrative assistance to the Director, Patient Care Services Division and to the Nursing Professional Services staff, who provides administrative expertise to all Nursing staff within the Medical Center. The overall functions include complex scheduling, computer support, coordination and tracking of Nursing Policies and Procedures, and correspondence. The incumbent of this position assists supervisors and/or managers who are responsible for labor-management relation's responsibilities for Patient Care Services Division, Nursing Professional Services and PVAMC. Performs secretarial duties in support of an individual, and in some cases, the subordinate staff of that individual as well, by performing general office work auxiliary to the work of the organization. Processes incoming and outgoing materials such as correspondence, reports, Memoranda, and other forms of written communication. Performs the following types of duties: edits and composes letters and reports, reviews correspondence for accuracy and completeness, prepares public presentation outlines, and develops standard or form letters and replies to inquiries. Develops background information and prepares outlines for the supervisor's public speaking engagements, papers, and correspondence/reports. Performs office automation duties using such software applications as electronic mail, desktop publishing, calendar, spreadsheet, database, and/or graphics. Schedules appointments, coordinates meetings, makes travel arrangements and/or schedules conferences. Researches and provides background on subject matter of meetings without direction. Attends meetings, prepares meeting minutes, and follows up on action items with appropriate staff members independently. Maintains office supplies and equipment. Performs timekeeping duties as required as a backup in absence of timekeepers.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-0318 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:** To qualify for the GS-07 level, all applicants must possess at least one (1) full year of specialized experience. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level (GS-06). Examples of specialized experience could include: screening telephone calls and visitors and referring them to the appropriate staff member; maintaining the calendars of your supervisor(s); reviewing incoming mail and correspondence and disseminating as appropriate; supporting multiple levels of management; working independently; and being highly skilled in the ability to establish and maintain effective working relationships with managers, supervisors, co-workers, and the public. Examples of equivalent occupations are executive assistants and administrative assistants for large organizations.

**Substitution of Education for Experience:** GS-07, Generally not applicable.

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

(Continued on next page)

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors can result in applicant receiving a lower rating:***

1. Knowledge of the principles related to confidentiality and effective communications, including tact and diplomacy in dealing with sensitive issues and ability to review written material for compliance with rules of correspondence and grammar.
2. Knowledge of personal computers and experience using Microsoft Office Suite applications
3. Ability to effectively manage and organize office functions in a busy setting requiring multiple tasking with competing priorities in a timely and complete manner including travel requests, maintaining calendars, email, incoming /outgoing mail, action items and filing as well as ordering office supplies and equipment.
4. Ability to communicate effectively both orally and in writing, including using multiple line phones, written correspondence, Power Point presentation preparation and administrative meeting (agenda management and writing effective meeting minutes).
5. Knowledge of timekeeping duties for varied and highly complex staff.

#### **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:**

**Portland VAMC Permanent Employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 03/06/2009)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 03/06/2009)
4. OF-612, Resume, and/or MPQ – Merit Promotion Questionnaire or resume is optional but recommended if you have qualifications pertaining to the position that may not be identified in OPF.

**All application packets must be received in Human Resources by Close of Business (COB) on 03/06/2009 (except as noted above). 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-09-0171-JC**

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.**