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* 8/18/08

1. Announcement Number	2. Title, Series, Grade, Salary	3. Tour of Duty	4. Duty Station
T-08-574-DG	**Claims Assistant** **(40058A/40059A)** **GS-998-5/6** **$31,181 to $45,185 per annum** **(Based on full-time employment)**	**8am – 4:30pm** **M-F**	**Business Office, Vancouver Division**
5. Type & Number of Vacancies	**6. Contact**	**7. Opening Date**	**8. Closing Date**
Temporary **NTE 13 months** **1 Full-time position**	**Human Resources Assistant** **503-273-5236**	**8/15/08**	**Until Filled** **1st consideration date** **9/5/08**

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

The incumbent will receive and process application or request for non-VA medical treatment. Ensures the legal requirements governing eligibility and entitlement to Fee Basis care are met. Makes or assists in making the determination as to the patient's eligibility for benefits. Counsels patients, their families, and agency employees on entitlement to Fee Basis benefits. Interprets Fee Basis policies to patients, their families, agency employees, and veterans' organizations. Renders decisions on eligibility for Fee Basis care and reviews request for care from healthcare providers. Documents all determinations. Incumbent will also certify invoices for payment. Uses multiple payment methodologies for processing accurate payment. Prepares correspondence to veterans, their families, and members of Congress on specific claims. Assists veteran and claimants with appeals process by following guidelines including gathering of documents, preparing requests for reconsideration and preparing statements of the case. Performs other related duties as assigned.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-998 series applies and may be reviewed in the Human Resources Management Service office.

Specialized Experience: One (1) year experience that 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 work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Substitution of Education for Experience: **GS-5:** Successful completion of a four-year course of study above the high school level leading to a bachelor's degree with a major study of at least 24 semester hours in subjects directly related to the position. **If using education as a substitute for experience, please submit a copy of your college transcripts with application packet**. **GS-6**: Generally, not applicable

***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. Skill in interpersonal relations and diplomacy in dealing with both internal and external customers.
2. Ability to manage multiple tasks with competing priorities in a timely manner, organize personal work flow to meet unit standards and assignment as given.
3. Knowledge and skills utilizing various software applications including basic DOS, Microsoft Office, 3M and others as applicable.
4. Ability to determine and ensure legal requirements governing eligibility and entitlements are met as well as applying multiple payment methodologies to process accurate payments.
5. Ability to communicate effectively with a diverse population of both internal and external customers, orally and in writing.

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

(Continued on next page)

Applicants without prior federal service will be appointed at step one of the grade

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

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

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

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:

US Citizens must submit:

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.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. 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.
6. A copy of your college transcripts (Optional unless education is required).

All application packets must be received in Human Resources by Close of Business (COB) on 9/5/08 for 1st consideration. This position is open until filled. 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: T-08-574-DG
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.

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.