

Job Title: Secretary (OA)
Department: Department Of Veterans Affairs
Agency: Veterans Health Administration
Sub Agency: VA Northwest Health Network (VISN 20)
Job Announcement Number: V20-10-46MP

Salary Range: 40,894.00 - 53,166.00 USD /year
Series & Grade: GS-0318-07/07
Promotion Potential: 07
Open Period: Monday, June 07, 2010 to Wednesday, June 16, 2010
Position Information: Full-Time Permanent Monday-Friday 8:00am-4:30pm
Duty Locations: 1 vacancy - Vancouver, WA
Who May Be Considered: Applications will be accepted from current Portland and Vancouver VA employees only. First consideration will be given to current VAMC employees.

Job Summary:

The incumbent works directly for the VISN 20 Network Contract Manager and performs general office work for the Network Contract Manager and Acquisition staff. Typing skills are required.

The (VISN) 20, includes the states of Alaska, Washington, Oregon, most of the state of Idaho, and one county each in Montana and California. Our network of health care facilities is comprised of six medical centers one independent outpatient clinic, one rehabilitation center, 21 community based outpatient clinics (CBOCs), and one mobile clinic. Other services include seven nursing home care units, two homeless domicillaries, and 14 readjustment counseling centers.

THIS IS A NON-BARGAINING UNIT POSITION

No Recruitment/Relocation bonus will be offered with this vacancy

Key Requirements:

- U.S. Citizenship
- Must be able to type 40 words per minute

Major Duties:

Incumbent acts as the primary administrative support for the Network Contract Manager and Acquisition staff. Screens all calls and visitors, answering most questions and completing most business involving established policy or routine matters.

Incumbent prepares a variety of typed correspondence and documents, assists in the scheduling of travel, preparation for meetings, and updates calendars. Administrative responsibilities include but are not limited to the preparation of administrative reports, correspondence composition, time keeping duties for the acquisition staff, routes matters requiring action to appropriate individuals, performs routine mail handling and distribution, orders all office supplies and services, and records and follows up to ensure that actions are completed within prescribed time frames. Screens all correspondence prepared for the Contract

Manager's signature for clarity, completeness of reply and grammatical and procedural correctness. Performs general office filing and arranges records for storage or reference, scheduled disposition and retrieval.

Qualifications:

To qualify at the GS-07 grade level, applicants must have one year (52 weeks) of specialized experience equivalent to the GS-06 grade level.

SPECIALIZED EXPERIENCE: Applicants must have one year of specialized experience directly related to administrative concepts and practices performing clerical and administrative procedures such as preparing correspondence; managing supervisor's calendar; creating spreadsheets; preparing travel arrangements; proofreading grammar, sentence structure and punctuation; and performing routine time keeping duties.

A qualified typist is required - minimum 40 words per minute.

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

You will need to successfully complete a background security investigation before you can be appointed into this position.

You may be required to travel on an occasional basis.

Time-In-Grade Requirements (TIG): Applicants must have served a minimum of 52 weeks of service at the next lower level prior to the closing date of this announcement.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

On a separate piece of paper, provide a detailed written response to each of the KSAs below. Failure to respond to rating factors will result in applicant not being referred for the position.

1. Ability to work independently to plan, organize, and set priorities for multiple competing tasks while effectively completing assignments within the required time frame.
2. Ability to communicate verbally and in writing with all levels of personnel, both inside and outside the agency, and maintain and exercise confidentiality, tact and diplomacy.
3. Knowledge of VA time keeping systems and ability to maintain time records for for a large group of personnel.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your

employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

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>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

If you fax your application, we will not consider it.

*****Send only the required materials needed to evaluate your application. Do not send certificates or references unless requested to do so. If you are mailing your application please use only standard weight paper and do not fold or staple documents. Please do not place your application in a notebook or binder.*****

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Applicants must submit the following for consideration:

1. 'Application for Federal Employment' (OF-612), or resume containing the information listed in the US Office of Personnel Management brochure 'Applying for a Federal Job' (OF-510).
2. A narrative statement addressing the Knowledge, Skills and Abilities (KSAs) listed in this announcement.
3. A copy of your most recent **Performance Appraisal**.
4. Your most recent SF-50, Notification of Personnel Action.

Complete application packets may be submitted electronically by e-mail with attachments sent to:

VISN20HRSTAFFING@va.gov

OR

Submitted by hand carry or mail to:

Department of Veterans Affairs, Bldg 17, Suite C402, 1601 E. 4th Plain Blvd., VISN 20 Human Resources
(Attn: Code 10N20), Vancouver, WA 98661

~Thank you for your interest in employment with the VA VISN 20 Health Network ~

Application mailed using government postage or through an internal federal government mail system will not be considered.

Contact Information:

Human Resource Office
Phone: 360-567-4676

Agency Information:

Department Of Veterans Affairs
1601 E. 4th Plain Blvd
VISN 20 Human Resources (10N20)
Vancouver, WA 98661
US

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 45 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 1922580