

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Support Services Specialist Series/Grade: GS-0342-12	Announcement No: ETA-03-147
	Opening Date: November 10, 2003
	Closing Date: November 19, 2003
Salary Range: \$58,070 – \$75,492 (includes locality pay of 12.74%)	Number of Vacancies: One
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Office of Financial and Administrative Services Division of Administrative Services	Promotion Potential: No
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No – Full-Time
Duty Station: Washington, DC	Area of Consideration: DOL-Wide (Status) Candidates throughout the Wash, DC Metro Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

<p>Position Duties and Responsibilities:</p> <p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Financial and Administrative Services (OFAS), Division of Administrative Services. The Division of Administrative Services is responsible for small purchase procurement of equipment and services, space utilization, printing, telecommunication services, real and personal property management and disposal, mail management and other administrative support programs for ETA.</p> <p>The incumbent's specific duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Administers the facilities management function by handling the full scope of day to day operating problems. • Coordinates all services rendered by the Department such as operations maintenance, housekeeping, and rehabilitation services of the building; and confers regularly with Departmental staff on pending projects and future anticipated requirements such as painting services, requests for repairs, elevator malfunctions, ventilation systems, and building violations. • Assists in administering the ETA Property Management Program, especially in relation to disposal of property. • Participates in formulating policies, procedures, guidelines, operating methods, and directing and reporting procedures necessary to effectively carry out property management responsibilities. • Evaluates renovation requests received from ETA staff and determines whether such requests are in accordance with DOL and/or GSA policy. • Interprets Federal regulations and procedures and applies them to the acquisition, management, motor vehicle control, and disposal of Government property. • Analyzes maintenance and repair costs of equipment, recommending actions to dispose or replace equipment. Ensures that property records are maintained and inventories conducted in accordance with established DOL procedures. • Monitors requisitions and procedures of supplies, equipment, furniture, communications service, maintenance and repairs, and related services required by the different organizational components of the national office.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Applicants must have one year of specialized experience equivalent to the GS-11 grade level in the Federal service. Specialized experience is experience in the normal line of progression that demonstrated knowledge of the methods and procedures for providing or performing a variety of functions and services applicable to the position to be filled; ability to plan, organize, and control work involving diverse activities; ability to gain cooperation and coordinate the work of others; and skill in oral and written communications. Examples of qualifying specialized experience include:

- Program analysis work that demonstrated knowledge of an organization and its functions, and the ways in which support services can facilitate the work of the organization.
- Office management experience that included responsibility for directing a variety of support services such as typing, purchase of supplies and equipment, etc.
- Support work that required monitoring and coordinating administrative and processing work of subordinate elements through a system of internal procedures, controls, production, progress reporting, etc., to insure the efficient operation of an organization.
- Military experience that included responsibility for directing a variety of support functions such as communications, property management, facilities and equipment maintenance, etc.

Applicants must also meet time-in-grade requirements.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Working Knowledge of a full range of facilities management functions to handle day to day operating problems. **(H)**
2. Demonstrated ability to manage and coordinate the following administrative support programs; supply, procurement, and property management. **(H)**
3. Knowledge of GSA and DOL policies to interpret and control the operation of government property. **(M)**
4. Ability to interact with a wide variety of people at various levels on administrative issues. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p>	<p><i>Mail your application to, or secure forms or information from:</i></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 Attn: Shelley DeCrane Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position has been limited to <u>DOL-Wide (Status) Candidates throughout the Wash, DC Metro Area</u></p> <p>An incomplete application package may result in your being considered ineligible. <u>To receive consideration for this opportunity, your complete application must be in the Office of Human Resources or be postmarked by the closing date of this announcement.</u></p>
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ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.