

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Office Automation Clerk Series/Grade: GS-326-04	Announcement No: ETA-04-180
	Opening Date: September 29, 2004
	Closing Date: October 8, 2004
Salary Range: \$25,477 - \$33,079 (includes locality pay of 18.26%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside – Local NCFLL
Organizational/Geographic Location: Employment & Training Administration Office of National Programs Division of Foreign Labor Certification Foreign Labor Certification National Processing Center Chicago, Illinois	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No – Full-Time
Duty Station: Chicago, Illinois	Area of Consideration: DOL Status Candidates Only – Nation-Wide

This position is being announced concurrently under Competitive Notice procedures, ETA-04-179PN. If you wished to be considered under both procedures, you must submit two complete packages – one for each announcement.

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://www.doleta.gov/jobs/> .

<p>Position Duties and Responsibilities:</p> <p>This position is located in the U.S. Department of Labor (DOL), Chicago Region, Employment and Training Administration (ETA), Office of National Programs (ONP), Division of Foreign Labor Certification. The Division provides national leadership and policy guidance to carry out the responsibilities of the Secretary of Labor under the Immigration and Nationality Act, as amended, concerning foreigners seeking admission to the United States in order to work.</p> <p>The incumbent's primary responsibilities includes the following duties:</p> <p>Uses office automation equipment and a variety of software to produce various documents in draft or final form, which may include specialized terminology and/or complicated formats. Uses office automation software such as database or spreadsheet to enter, revise, sort or calculate, and retrieve data; graphics software to provide graphic symbols, charts and graphs. Transmits and receives documents and messages electronically using PC which are linked to other computers. May review incoming mail; receive and refer telephone calls and visitors to appropriate co-workers. Maintains office files. Assists staff members on individual projects. Conducts follow-up actions to assure timely receipt of responses; assembles data, consolidates and prepares reports. May type or prepare travel orders or vouchers; requisition office supplies, equipment, and publications. May maintain time and attendance records.</p>
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Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

<p>Applicants must have one year (52 weeks) of general experience or two years of education above high school.</p> <p>General experience : progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.</p> <p>Education: Successful completion of two (2) years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable toward one year of general Experience.</p>
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In addition to meeting the experience and/or education requirements, applicants must show possession of their skill by passing the performance test of typing at least 40 words per minute, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management local office, or by self-certifying their proficiency. Performance test results and certificates of proficiency are acceptable for three (3) years.

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 FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

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

1. Knowledge required to operate an electronic, typewriter, word processor, microcomputer, or computer terminal. (H)
2. Knowledge of varied and advanced functions of one or more automated systems to produce a wide range of documents. (H)
3. Knowledge of office automation systems in order that several types of software may be used for various office needs such as graphs, tables, and charts.(H)
4. Knowledge of spelling, grammar, punctuation, capitalization. (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 checked="" type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p>Your job application will not be accepted 1) if it is submitted in a franked government agency envelope, 2) if it is faxed from a government facility, or 3) if it is emailed from a government email account, as this would be in violation of Federal law and regulation.</p> <p>This position is being announced concurrently under Competitive Notice procedures, ETA-04-179PN. If you wished to be considered under both procedures, you must submit two complete packages – one for each announcement.</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</p> <p>Attn: Kimberly Coleman 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 DOL Status Candidates Only – Nation-Wide.</p> <p>This position is Inside of the Bargaining Unit – NCFLL.</p> <p><u>An incomplete application package may result in your being considered ineligible. 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.