



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

DELEGATED EXAMINING UNIT FOR THE
OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

ISSUE DATE: August 1, 2005
CLOSING DATE: August 29, 2005

ANNOUNCEMENT NUMBER
OMB-05-44-DR

Title, Series & Grade:

ADMINISTRATIVE SUPPORT ASSISTANT
GS-0303-8/9
(\$39,262 - \$56,371)

Vacancy Location:

Office of Management and Budget
General Government Programs
Housing, Treasury & Commerce Division
Washington, DC 20503

FULL PERFORMANCE LEVEL: GS-11

MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.

AREA OF CONSIDERATION: Open to All Sources.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

DUTIES: The Administrative Support Assistant supports the Deputy Associate Director, Housing, Treasury & Commerce Division by helping to provide a variety of essential administrative services including human resources, security, information systems, telecommunications, budget, payroll, procurement and travel management to the Deputy Associate Director and staff of the Housing, Treasury & Commerce Division. He/she is also responsible for assisting in the day-to-day management of administrative and support operations of the Housing, Treasury & Commerce Division. The Division's administrative functions are accomplished by support staff through a team approach to problem solving and workflow efficiency. The employee occupying this position will assist other members of the team to ensure assignments within each branch are accomplished in a timely manner and in a spirit of cooperation towards the overall goals and mission of the Division.

Examples of specific work assignments include:

- Coordinating among the Division's component work unit responses to a wide variety of budget review, legislative review, management, regulatory, policy, and other regularly-occurring exercises. Ensuring dissemination among appropriate parties of information concerning technical requirements, timing, reporting formats, and OMB staff contacts. Evaluating work products for adequacy, consistency, and adherence to prescribed administrative requirements and consolidating responses.

- Receiving, reading, and summarizing incoming correspondence, reports, inquiries, and the like. Exercising initiative and judgment in screening those items that can be handled personally, forwarding the rest to the Division management or other staff members as appropriate. Managing paperwork tracking system for the Division to ensure efficient flow of work, quick response to questions regarding the status of work in progress, and timely meeting of deadlines.
- Providing guidance and assistance to HTC management and staff concerning OMB, EXOP, and Federal policies, procedures, and regulations relating to procurement, travel, budget, security and human resources management.
- Reviewing and processing travel authorizations for Division staff, ensuring compliance with Federal Travel Regulations. Maintaining travel document tracking system and monitoring Division travel budget. Reviewing travel vouchers for accuracy and providing travel policy guidance.
- Assisting the Division leadership and professional staff by performing analytical/research tasks that support the work of the Division. Preparing tables, graphs, and other visual presentations. Compiling data and other information.
- Conducting ongoing reviews of the Division's administrative management and support functions, and assessing current practices and developing proposals for change in the interest of improving the quality and efficiency of the Division's administrative functions.
- Maintaining the Division's budget. Developing periodic reports, for the use of management, which provides the current status of the Division's budget allocation based on spending to date as well as projected expenditures for the year.
- Managing Division PC resources and other furniture and equipment, and serving as Division liaison to the OMB IT working group.
- Maintaining appointment calendar of Division Director, scheduling meetings and conference calls; scheduling of conference room; keeping leave schedules of Division staff.

Work assignments are based on cyclical, ongoing, and ad-hoc requirements for administrative support assistance related to the functions of the Housing, Treasury and Commerce Division.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

For GS-09: 2 years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree at an accredited college or university.

If graduate education is substituted for the required specialized experience, it must demonstrate the knowledge, skills, and abilities necessary to perform the duties of this position. Equivalent combinations of education and specialized experience may be qualifying.

QUALITY RANKING FACTORS: Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors WILL result in a rating of INELIGIBLE.

1. High degree of personal initiative and dedication to work. Ability to perform independently a wide range of assignments rapidly and completely to supervise other administrative staff, and to shift effectively from one assignment to another as the priority of requirements change.
2. Knowledge of the Executive Branch of the Federal Government, and experience working in a professional office environment.
3. Ability to communicate orally and in writing in a fast-paced environment.
4. Demonstrated ability and skill in using a broad range of office automation applications including word processing software to prepare reports and briefing documents, spreadsheet software to maintain the Division's financial records; travel management software and electronic requisitioning software.

BASIS OF RATING: No written test is required. Applicants will be rated based on an evaluation of their experience/education as described in the application **AND** on their responses to the Selective and Quality Ranking Factors listed above. **APPLICANTS SHOULD ADDRESS EACH SELECTIVE FACTOR AND EACH QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

STATUS APPLICANTS: Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered under the agency's Merit Promotion procedures. Those status applicants who want to receive consideration under the competitive delegated authority procedures of this announcement must submit two applications. Mark one application "Merit Promotion" and the other "Delegated Examining."

NOTE: Applicants who do not indicate their lowest acceptable grade/salary will be considered only at the highest grade for which they qualify. For example, if you qualify at the GS-11 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-11 level.

HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT ONE OF THE FOLLOWING:

- **OF 612, Optional Application for Federal Employment; -OR-**
- **Resume or other written format that includes the information identified in OF-510, Applying for a Federal Job;**

OTHER REQUIRED DOCUMENTS:

- **If you are a current or former Federal Employee please provide your latest SF-50 "Notification of Personnel Action" and your most recent Performance Appraisal;**
- **On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective and Quality Ranking Factors listed above.**

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

- **You must clearly identify your claim for veteran's preference on your application**
- **If claiming 5 point veteran's preference, you must submit a copy of your DD 214 or other proof of entitlement;**
- **If claiming 10 point veteran's preference (based on service connected disability), you must submit a copy of your DD 214, and SF 15, and a copy of your Department of Veterans Affairs letter dated within the last 12 months (or other required proof).**

OTHER INFORMATION:

- Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.
- Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

OTHER REQUIREMENTS:

- **SECURITY CLEARANCE:** This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted, including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This agency has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during the preliminary security and/or credit check.
- The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

WHERE TO APPLY:

Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

- Applications will also be accepted electronically. Please submit your application to EOPJOBS@OA.EOP.GOV.
- Applications must be received by the closing date.
- Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.
- Applications will not be returned.
- You must include the announcement number on your application.
- 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 factors.
- Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.
- Federal agencies, must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

SPECIAL NOTE

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.
2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.