

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Whiteriver Service Unit

Office of Human Resources, PO Box 860,  
200 West Hospital Drive, Whiteriver, AZ 85941

*Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In order than the above, the Indian Health Service is an Equal Opportunity Employer.*

---

**ANNOUNCEMENT NUMBER:**  
**SCSU-09-015-OCA**

**OPENING DATE:**  
**01/01/2009**

**CLOSING DATE:**  
**12/31/2009**

---

**POSITION TITLE/SERIES/GRADE:** Office Automation Clerk, GS-0326-02/03/04

**STARTING SALARY:**  
GS-2: \$22,454 to \$28,254 per annum  
GS-3: \$24,449 to \$31,847 per annum  
GS-4: \$27,504 to \$35,753 per annum

**PROMOTION POTENTIAL:** May or may not be eligible

**SUPERVISORY/MANAGERIAL:** No

**TRAVEL:** The Indian Health Service mayor may not pay or assume liability for personal travel, moving expenses or other relocation costs incurred in accepting employment. To be determined on a case-by-case basis.

**APPOINTMENT/WORK SCHEDULE:** Positions may be filled as permanent, or temporary, with a full-time, part-time, rotational, or intermittent schedule. Positions to be filled as vacancies occur.

**AREA OF CONSIDERATION:** All Sources

**DUTY LOCATIONS:** San Carlos Service Unit, San Carlos, AZ and Bylas Health Center, Bylas, AZ

---

**JOB DESCRIPTION:** Office Automation Clerk creates copies, edits, calculates, revises, retrieves, stores and prints a wide range of documents in final form from handwritten drafts. Examples are: correspondence, mailing labels, reports, graphs, statistics, calendar, table of contents, etc. They may contain highly technical and specialized terminology (scientific, engineering, legal, medical, etc.) Receives and answers routine telephone inquiries or refers to appropriate staff member, maintains office files; receives, routes and distributes mail; maintains and replenishes office supplies; and updates manuals on policies, directive, etc. Performs other related duties as assigned.

---

**WHO MAY APPLY:** All Sources. Federal employment status is not required. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- PHS Commissioned Corps Officers – Current active or inactive Commissioned Officers may apply.
- Veteran’s Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
- Non-status Candidates – Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30 or more compensable service connected disability).

**Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.**

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

**This position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630; therefore, all applicants must sign the required “addendum to Declaration for Federal Employment”. Consideration for an offer of employment may be denied if there are affirmation responses on the addendum.**

---

**CONDITIONS OF EMPLOYMENT:**

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.

2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
3. Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. Some Service Units operate under extended service hours 7 days per week.
7. The incumbent may be required to travel and must possess a valid driver's license.

**QUALIFICATION REQUIREMENTS: Applicants must meet the experience and/or education below:**

Grade	EDUCATION**	AND/OR	EXPERIENCE
GS-2:	High School graduate or equivalent		3 Months of General Experience
GS-3:	1 year above high school		6 Months of General Experience
GS-4:	2 years above high school		1 Year of General Experience

**General Experience:** Progressively responsible clerical, office or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

**Education:** Successful completion of education above the high school level in any field for which high school graduation or the equivalent is a prerequisite may be substituted for expenses. This education may have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

**Proficiency Requirement:** In addition to meeting experience and/or education requirements, applicants must show possession of ability to type 40 words per minute, based on a five minute sample with three or fewer errors. Applicants may meet this requirements by passing the appropriate performance test and presenting a certificate of proficiency from a school other organization authorization to issue such certificate of proficiency. Statements are acceptable for 3 years beyond the date of issuance.

**TIME IN GRADE:** Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

**METHODS OF EVALUATION:** Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's).

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veteran's Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

**SUPPLEMENTAL QUESTIONNAIRE on KNOWLEDGE, SKILLS, AND ABILITIES (KSA):** On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

**KSA for Office Automation Clerk, GS-0326-2/3/4:**

1. Knowledge of office automation; e.g., personal computers and word processing, various software programs. (Spread sheets, graphical interface, data base, etc.)
2. Knowledge of correct spelling, punctuation and basic grammar to type and arrange a variety of materials from different sources in a neat understandable manner.
3. Knowledge of the skill and techniques required to provide telephone and receptionist duties.
4. Knowledge of filing systems.



## ATTACHMENT A

**Resume Requirements** - Your resume or other application format must contain the following information to allow for qualification determination.

- Identify your application/resume by the announcement number, title and grade(s)
- Full Name (first, middle, last ~ include other names used, i.e., maiden name)
- Mailing Address
- Phone Number where you can be reached
- Email Address (if applicable)
- Social Security Number
- Country of citizenship
- Education: list high school and colleges attended, type of degree (list major) received, date of degrees conferred, and city and state of school.
- Work Experience: (include non-paid work as well as paid)
  - Job Title (if Federal employment, indicate series and grade)
  - Duties and Accomplishments
  - Employer's name and Address
  - Employer's name and phone number
  - Starting and ending dates of employment (month/year)
  - Hours of work per week
  - Salary
  - Indicate if you do not want us to contact your current supervisor  
(If not specified, it will be assumed that we may do so)
- List job related training (title, year obtained, hours of training)
- Honors or awards received
- License or certificates obtained (submit with application)
- Special accomplishments (i.e., publications, memberships, leadership and community recognition, etc)

Indicate if you do not want your current supervisor contacted for reference purposes.

## ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you MUST also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you MUST also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you MUST also meet ALL of the following:
  - (a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy MUST be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
  - (b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
  - (c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  - (d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application MUST include ALL documents that support your claim of eligibility for priority consideration – RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
  - (e) Be rated “well qualified” for this position. A numerical rating of 85 is considered to be well qualified for this position.

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

=====

**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
(Please print)

**Job Title in Announcement:** Office Automation Clerk **Announcement Number:** SCSU-09-015-OCA

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? YES \_\_\_\_\_ NO \_\_\_\_\_

*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution; or crimes against persons? YES \_\_\_\_\_ NO \_\_\_\_\_

*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant's Signature** (*Sign in ink*)

\_\_\_\_\_  
**Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

PHOENIX AREA OFFICE  
PERSONNEL MANAGEMENT BRANCH

**SELF-CERTIFICATION STATEMENT**

All clerical (Typing and stenography) positions filled by the Phoenix Area Office, Indian Health Service, require applicants to possess full capability to perform typing and/or stenography tasks. If you have the abilities listed below, please sign and date the self-certification statement and submit it along with your OF-612, "Personnel Qualification Statement", to the Area Personnel Office.

To be eligible for Clerk-Typist/Secretary (Typing) positions, you must be able to:

1. Type 40 words per minute; words per minute are based on a five minute sample with three or fewer errors.
2. Properly lay out and space correspondence and other documents of similar complexity.
3. Identify basic grammatical errors and correct spelling and punctuation.

To be eligible for Clerk-Stenographer/Secretary-Stenographer positions you must be able to:

1. Perform the Clerk-Typist duties as defined above.
2. Take shorthand at the rate of 80 words per minute.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET  
FORTH IN THIS SELF – CERTIFICATION STATEMENT FOR:

TYPING \_\_\_\_\_ STENOGRAPHER \_\_\_\_\_

NOTE: A certification statement must be signed and dated for each specific vacancy announcement. A falsification of this statement may be used as grounds for not employing you, or for dismissal.

---

Signature

---

Date