

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Phoenix Area Indian Health Service
Southwest Region – Office of Human Resources
Two Renaissance Square, 40 North Central Avenue, Suite 510, Phoenix, AZ 85004-4424

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. If other than the above, the Indian Health Service is an Equal Opportunity Employer.

ANNOUNCEMENT NUMBER: PXIHS-09-11-OC	OPENING DATE: 01/01/2009	CLOSING DATE: 12/31/2009
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POSITION TITLE/SERIES/GRADE:	Office Automation Clerk, GS-0326-02/03/04
STARTING SALARY:	GS-02: \$22,454 to \$28,254 per annum GS-03: \$24,499 to \$31,847 per annum GS-04: \$27,504 to \$35,753 per annum
PROMOTION POTENTIAL:	May or may not be eligible.
SUPERVISORY/MANAGERIAL:	No.
RELOCATION EXPENSES:	No expenses paid.
APPOINTMENT/WORK SCHEDULE:	Positions may be filled as permanent, term, or temporary, with a full-time, part-time, rotational, or intermittent schedule. Positions to be filled as vacancies occur.
AREA OF CONSIDERATION:	IHS Wide
DUTY LOCATIONS:	Fort Yuma, Parker, Peach Springs, Polacca, San Carlos, Regional Treatment Center, Tucson, Whiteriver, Native American Cardiology Program, AZ; Elko, Schurz, NV; and Roosevelt, UT.

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, directives, etc. Performs other related duties as assigned.

WHO MAY APPLY: Merit Promotion and Excepted Service Eligibles. 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.)
- 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.

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 if when doing so, it would impose undue hardship on the Indian Health Service.

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 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 suitability for Federal Employment and to certify the accuracy of all the information in the 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.
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QUALIFICATION REQUIREMENTS: Applicants must meet the experience and/or education below:

Grade	EDUCATION**		EXPERIENCE
GS-2:	High School graduate or equivalent	AND/OR	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 experience. 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 requirement by passing the appropriate performance test and presenting a certificate of proficiency from a school or other organization authorized 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).

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, skills and abilities listed below. Failure to submit written responses as part of your application may result in an ineligible rating.

KSA's 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 skills and techniques required to provide telephone and receptionist duties.
4. Knowledge of filing systems.

HOW TO APPLY/REQUIRED FORMS: (Incomplete application will not be considered.) We may hire at any of the grades or locations shown in this announcement. You are encouraged to indicate which grade level(s), salary, or location for which you wish to be considered.

1. Applicants may use one of the following to apply: (1) OF-612 Optional Application for Federal Employment, **or** (2) Resume (See requirements in **Attachment A**).
2. If claiming Indian Preference, BIA-4432, "Verification of Indian Preference for Employment in BIA and IHS."
3. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50) if a current or former employee and/or if requesting Reinstatement Eligibility.
5. Copies of official college transcripts.
6. Completed PL 101-630 Questionnaire, (**Indian Child Care Form - attached**).
7. Written Responses to the Knowledge, Skills and Abilities (KSA). **OPTIONAL** ~ Failure to submit may result in an ineligible rating or substantially lower score.

Application and required forms must be identified by this announcement number and submitted to the address below:

ATTN: PXIHS-09-11-OC
Southwest Region –Office of Human Resources
Phoenix Area Indian Health Service
Two Renaissance Square
40 North Central Avenue, Suite 510
Phoenix, AZ 85004

Phone: (602) 364-5219
Fax: (602) 364-5176

Facsimile is acceptable – this office is not responsible for incomplete transmissions. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening can be obtained at www.opm.gov, or at USAJOBS www.usajobs.gov or check the IHS Website at www.ihs.gov. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS) and subject to retention by this office.

Your application will be included in the inventory of candidates established for consideration for current job vacancies. You will be considered for those vacancies that match your desired geographic location and other job preferences. Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement for filing additional or similar positions.

Human Resource Specialist: Call 602-364-5219 to contact a Human Resources Specialist Date: 01/01/2009

IHS OPERATED PROPERTIES ARE "TOBACCO FREE."

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 you can be reached at.
- 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 Accomplishments
 - 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

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title of Announcement: Office Automation Clerk **Announcement Number:** PXIHS-09-11-OC

Section 231 of the Crime Control Act of 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, requires a criminal record check 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 to violent 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 date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or current court involved.]

- 2) Have you ever been found guilty of, or entered in 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 date, explanation of the violence, description of the arrest or charge, place of occurrence, and the name and 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

<p>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. <i>Please do not send completed data collection instruments to this address.</i></p>
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