DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO REGION
INDIAN HEALTH SERVICE

VACANCY ANNOUNCEMENT
FD-09-59

OPENING DATE
May 8, 2009

CLOSING DATE
May 21, 2009

POSITION
Secretary (OA)

LOCATION AND DUTY STATION
PHS INDIAN HOSPITAL, Fort Defiance, AZ
Biomedical Services Department, Division of IRM

GRADE/SALARY
GS-0318-05, $30,7726 - $40,005 PER ANNUM

NUMBER OF VACANCIES
ONE VACANCY, PCN# FD1502

APPOINTMENT: Permanent
WORK SCHEDULE: Full-Time
AREA OF CONSIDERATION: Commuting Area
PROMOTIONAL POTENTIAL: No

SUPERVISORY/MANAGERIAL: No
HOUSING: Private Housing Only
TRAVEL/MOVING: NO EXPENSES PAID

DUTIES: Serves as the initial contact person for the Biomedical Engineering Section Branch within the Information Resource Management Division at the Fort Defiance Service Unit, Fort Defiance, Arizona. The position serves as secretary and is responsible for performing a variety of clerical and administrative duties in connection with the management of the office and independently performs duties and office activities which otherwise require the attention of the supervisor. The general clerical and supportive tasks involves typing in final form a variety of handwritten or draft materials including memoranda, reports, tabulations, letters, minutes of meetings and all other correspondence using various computer software and system applications. Reviews material for proper grammar, punctuation, spelling and format. Makes travel and training arrangements for supervisor and staff employees. Maintains information of itineraries or schedules. Prepares in final form all documents necessary. Prepares trip and expense reports in accordance with established procedures. Serves as timekeeper. Receives requests from supervisor to obtain material for use in preparing studies, writing correspondence, reviewing actions, programming and planning and other purposes. Based on the nature of information needed and purpose, obtains from internal records and files, and other governmental organizations. Develops and maintains office files. Maintains reference materials on all phases of operation, various administrative and procedural manuals, and correspondence files. Files may be alphabetical, numerical, or based on subject matter. Screens and searches files for material requested, routinely disposes of files, changes files to meet new program needs, and maintains currency of manuals. Serves as Records Manager for the division. Performs miscellaneous clerical duties, such as ordering supplies, initiating and tracking documents, arranging staff meetings, providing general support services, and coordinating the work of the office with other offices. Compiles statistical data from a variety of administrative reports, such as budget line items, office equipment, leave, overtime, workload, training and staffing level. Assembles information from files and may summarize, tabulate, compare, etc. Personal and Telephone Contacts include receiving visitors and incoming calls, ascertains nature of business and determines appropriate course of action. Refers complicated substantive matters to the supervisor or other staff members. Personally responds to routine and non-technical requests for information, such as the status of reports, procedures, suspense dates for matters requiring approval, and similar information readily available from files, provides copies of policies and instructions, and answers questions based on established office practices, procedures, and knowledge of the organization and program procedures. Initiates calls or contacts as directed by supervisor to obtain or furnish information. Observes the rules of confidentiality in the retention and dissemination of privileged information. Maintains supervisor's activity calendar, schedules appointments without prior clearance, based upon knowledge of plans and previous commitments. Makes necessary arrangements for conferences, including space, time, people, etc. Assembles background material and attends meetings and prepares report of the proceedings. Reviews and distributes Correspondence, Mail, and Other Material. Receives and reviews incoming mail and correspondence. Determines which items should be presented to the supervisor or appropriate staff member. Personally drafts responses to routine and non-technical request for information. Maintains control records of incoming correspondence and action documents to enable follow-up status to insure timely action and to meet deadline. Reviews materials requiring supervisor's signature, approval or concurrence, for procedural and grammatical accuracy, confirmation with general policy and factual correctness. Makes minor corrections or returns material to originator for correction. Signs correspondence of a routine nature for supervisor. Performs other related duties as assigned.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: NONE **LICENSURE REQUIRED:** NONE

BASIC QUALIFICATIONS: Candidates must have had 52 weeks of specialized experience equivalent to the GS-04 grade level to qualify for the GS-05 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. "Examples of the type of experience which will be credited is receiving visitors and calls to the office, ascertaining the nature of requests and directing callers to appropriate staff, personally proving requested information; keeping supervisor informed of necessary actions or requirements concerning special reports on facilities, supplies, personnel and other administrative matters; establishes, maintains or revises existing file structure. Makes training and travel arrangement for staff members; types a variety of narrative tabular material and other documents from rough drafts, notes, or oral instructions".

PROFICIENCY REQUIREMENTS: In addition to meeting experience or education requirements, applicants must present evidence of passing the typing proficiency from a school or other organization authorized to issue such certificate ***(40 wpm typing speed; WPM are based on five minute sample with three or fewer errors. Certification must be within the last three years).*** Self-certifications will NOT be accepted. **Typing Proficiency Certificate must be attached to your application.** To make an appointment for a typing test, contact the HR front desk at **928-729-8258**.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: **GS-05**: Successfully completed four (4) 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. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. *Submit official transcripts by the closing date to receive credit for education*.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position in grade GS-5 or below if:

(1) The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or

(2) He/she met the above restriction for advancement of the grade of the position to be filled, at any time in the past; or

(3) He/she previously held a position to be filled, at any time under any type of appointment.

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

CONDITIONS OF EMPLOYMENT: Immunization requirements- all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series GS-0318 for complete information. Substitution of education for experience will be made in accordance with those standards. You must submit official transcripts to receive credit for education. For more complete information contact your Servicing Personnel Office.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from 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).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION. If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to receive special priority consideration under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and the date of the RIF separation has not passed and you sill on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application package.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS 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 (e.g., submit all required documentation, etc.).
6. Meets the basic qualifications for the position, any documented selective factor, and physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR 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 special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

   A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

      1. Received a specific RIF separation notice; or
      2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
      3. Retired with a disability and whose disability annuity has been or is being terminated; or
      4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
      5. Retired under the discontinued service retirement option; or
      6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

   B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement 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 (e.g., submit all required documentation, etc.).
6. Be rated well qualified (a score of 80 on a rating scale of 70 to 100) for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. ***ABILITY TO ORGANIZE AND PRIORITIZE A VARIETY OF TASKS.***
2. ***ABILITY TO COMMUNICATE VERBALLY AND IN WRITING WITH A VARIETY OF INDIVIDUALS.***
3. ***KNOWLEDGE OF ENGLISH GRAMMAR, SPELLING AND PUNCTUATION.***
4. ***KNOWLEDGE OF VARIOUS COMPUTER PROGRESS.***

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: "Declaration for Federal Employment" (OF-306) and Addendum to OF-306, BOTH FORMS must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. *If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.*

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW & WHERE TO APPLY: All applicant must submit **ONE** of the following to the Fort Defiance Indian Hospital, Human Resources Department, P. O. Box 649, Fort Defiance, AZ 86504, by close of business (5:00 PM) on the closing date. For more information contact: *Sarah V. Morgan, HR Specialist at (928) 729-8265.*

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; OR
3. **Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS signed by the appropriate BIA official, **must be submitted if the applicant claims Indian Preference.** Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;

6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICIT BY THIS OFFICE

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

VETERANS PREFERENCE: Veterans who are preferences eligible or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System. You must submit a copy of the Selective Service Registration to verify compliance.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

s/ *Sarah V. Morgan* May 7, 2009

Human Resource Clearance Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-09-59. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

ELECTRONIC OR FAXED APPLICATION OR DOCUMENTS WILL NOT BE ACCEPTED.

Applications mailed using government postage or through an internal government mal system will not be considered.

SUPPLEMENTAL QUESTIONNAIRE
Secretary (OA), GS-0318-05

1. **ABILITY TO ORGANIZE AND PRIORITIZE A VARIETY OF TASKS.** The person in this position should have the ability to coordinate workload by prioritizing and organizing work assignments to meet office objectives. And must be able to accomplish last minute tasks with optimal efficiency. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **ABILITY TO COMMUNICATE VERBALLY AND IN WRITING WITH A VARIETY OF INDIVIDUALS.** The person in this position should be able to independently accomplish tasks with little or no supervision in accordance with established policies, practices, and priorities o the office. This is also, includes the ability to function effectively under pressure, despite frequent and rapid changes in workflow. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **KNOWLEDGE OF ENGLISH GRAMMAR, SPELLING AND PUNCTUATION.** The person in this position should have the knowledge of proper English grammar, spelling, and punctuation procedures and be able to accurately apply such knowledge when preparing reports and correspondences. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **KNOWLEDGE OF VARIOUS COMPUTER PROGRESS.** The person in this position should be able to operate a personal computer and utilize various software including, but not limited to: MS Word, ARMS/RPMS, etc. Such abilities are essential to provide continuity of success for the department/office. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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CERTIFICATION

I *CERTIFY* that all of the statement made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

_____ _____

Signature of Applicant