



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES  
CAREER OPPORTUNITY**

***Secretary (Office Automation), GS-318-7/8  
(Full performance Level GS09)***

**This announcement is a solicitation for applications from "all sources."  
No prior civil service is required.**

**This is a career/career-conditional position**

**VACANCY ANNOUNCEMENT NUMBER 2002-119PLB**

**BECAUSE OF THE RECENT DISRUPTION IN MAIL SERVICE, APPLICANTS ARE STRONGLY ENCOURAGED TO E-MAIL OR FAX THEIR APPLICANTS. PLEASE REFER TO "APPLICANTS PROCEDURES" DESCRIBED IN THIS ANNOUNCEMENT. APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

The Office of Personnel Resources will be accepting applications for this position from **March 22, 2002**, through **April 05, 2002**. All applications must be received by **April 05, 2002**.

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A full time (40 hours per week) position is available for a Secretary (Office Automation) for the **Community Development Financial Institutions Fund (CDFI)**. The Fund is charged with promoting economic revitalization and community development primary through investment in and assistance to CDFIs and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance.

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The purpose of this position is to serve as Secretary (Office Automation), reporting to the Director, Community Development Financial Institutions (CDFI) Fund. The incumbent provides a wide range of secretarial, clerical, typing and related administrative support services for the Director.

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**The Fund is located in the heart of downtown Washington, D.C. at 601 13<sup>th</sup> Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.**

Additional information is provided on the reverse side of this announcement for **Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities.**

A copy of this vacancy announcement is also available through OPM's web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or Treasury's web site at <http://intranet.treas.gov/sites/tvas>. Questions regarding this position may be answered contacting Pamela Brown at (202) 622-1101 or Jane Moody at (202) 622-1152

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You may email your application to [pamela.brown@do.treas.gov](mailto:pamela.brown@do.treas.gov) or fax your application to (202) 622-0161.

<b>BENEFITS:</b>	~ Salary \$31,397 to \$45,206 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave ~ ~ Federal Employees Retirement Plan ~ Health/Life Insurance ~ Incentive Awards ~ ~ Thrift Savings Plan (Similar to 401K plans offered in Private Sector) ~
<b>APPLICATION PROCEDURES:</b>	~ In order to assist you in preparing your application package, instructions and a checklist are included with this announcement.
<b>QUALIFICATION REQUIREMENTS</b>	~ In accordance with the Office of Personnel Management's Group Coverage qualification standard for Clerical and Administrative Positions, dated 8/94, all candidates must possess one year of specialized experience. <b>Specific examples of experience creditable as "specialized" is included below.</b>

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**Status** candidates who wish to be considered under both merit promotion and OPM competitive procedures must submit two complete applications. When only one is received, it will be considered under merit promotion procedures only.

**Employment of People with Disabilities:** The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**Veterans Employment Act of 1998:** The Veterans Employment Opportunities Act of 1998 permits an agency to appoint eligible veterans who have applied under an agency merit promotion announcement open to candidates outside the agency. To be eligible for appointment, a candidate must be a preference eligible or veteran separated after 3 or more years of continuous active service. Veterans who were released shortly before completing a tour are considered to be eligible.

**Specialized experience:** Specialized experience is experience which provides the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes, without limitation,

- Communicate in writing for the purpose of drafting responses to Congressional inquiries.
- Communicate verbally for the purposes of returning calls for the Director and explaining assignments/concerns to the staff for the Director.
- Ensures that files are complete and up-to-date.
- Coordinates travel arrangements and submits travel vouchers and documentation.
- Follow-up on issues/assignments of importance
- Prepare reports using a variety of software programs.

**Non-status candidates** are those applicants who have never been appointed to a permanent position in the competitive service or who are not eligible for special appointing authorities such as those for veterans who are preference eligible, veterans readjustment appointment (VRA) eligibles, and persons with disabilities. Applications received from non-status candidates will not be ranked under the agency merit promotion plan. Upon request from the selecting official, all non-status candidates who meet minimum qualification requirements will be forwarded to OPM for ranking and referral.

**Basis for Rating:** Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

**Rating Factors:**

1. **MANDATORY SELECTIVE FACTOR:** A basic foundation of administrative concepts and practices sufficient to enable the incumbent to recommend changes in administrative policies, devise and install office procedures and practices affecting the staff and foresee administrative problems and requirements.
2. **MANDATORY SELECTIVE FACTOR:** Demonstrated software experience with various automated software packages to include Word, EXCEL and project management applications such as Access or Microsoft Projects.
3. Experience working in a high profile office for the purpose of meeting and greeting high ranking corporate and government officials.
4. Organizational skills sufficient to plan and implement multiple projects.
5. Knowledge of grammar, spelling, punctuation, and required formats.

**Time-in-Grade:** Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Part 300, Subpart F, i.e., at least 52 weeks for consideration at the GS-06 grade level.

**Application Procedures:** In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. All **REQUIRED** information must be received or you will not receive full consideration for this position.

**How to Apply:** Application packages may be mailed to: Department of the Treasury, Departmental Offices, Office of Personnel Resources, Room 6213, Metropolitan Square, 1500 Pennsylvania Avenue, NW, Washington, DC 20220. Applications sent in government postage paid envelopes or by government fax machine **WILL** be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted.

**Note for CTAP/ICTAP Eligibles:** Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be "well-qualified" for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be "well-qualified" for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury's Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be "well qualified" for this position. To be determined "well qualified," a candidate must be able to demonstrate that he/she has had specialized experience in the budgetary field with preferences for governmental entities. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the "How to Apply" section of this announcement.

This position has been designated noncritical sensitive. The individual selected for this position will be subject to the necessary security investigation.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

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**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NONAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.**

## APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

### JOB INFORMATION

- \*Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- Announcement Number
- Title and grade of the position applying for.
- Identify the lowest pay or grade level you will accept. (*You will not be considered for jobs which pay less than you indicate.*)
- \*Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

### PERSONAL INFORMATION

- First, last & middle name
- Mailing address (*with ZIP Code*)
- Social Security Number
- Day and Evening Phone Numbers (*with area code*)
- Country of Citizenship
- Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

### WORK EXPERIENCE

- Describe specific duties & responsibilities.
- Include paid and volunteer work experience. (*Include title, grade & series if applicable*)
- Performance Appraisal
- Indicate if we may contact your supervisor.

### OTHER QUALIFICATIONS

- Job-related** skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- Job-related** qualifications must be described
- Job-related** certificates & licenses (*current only*)
- Job-related** training courses (*title and year*)
- Rating factors identified on the previous page. (*Factors may be addressed on bond paper.*)

### INFORMATION FOR VETERANS

- DD Form 214
- Proof of veterans' preference if applicable.

### PERSONS WITH DISABILITIES

- Letter of eligibility from the appropriate State Department Rehabilitation Service. (*This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.*)

### EDUCATION

- High School, address & zip code
- Date of diploma or GED.
- Colleges & Universities, address & zip code
- Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours.)
- \*College transcripts. (*If applicable*)