



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20010197

OPEN: 06/01/2001

CLOSE: 07/02/2001

POSITION VACANT: Office Automation Assistant (OA), GS-326-7/8. Annual salary ranges from \$29,966 to \$43,147.

PROMOTION POTENTIAL: Office Automation Assistant (OA), GS-326-8.

LOCATION: Directorate for Social, Behavioral and Economic Sciences, Division of Social and Economic Sciences, Office of the Director, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the Bargaining Unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII.

AREA OF CONSIDERATION: Government-Wide. Applicants with competitive civil service status or eligibility for reinstatement in the Federal service will be considered, as well as candidates eligible for appointment under special noncompetitive appointing authorities.

DUTIES AND RESPONSIBILITIES: The incumbent provides assistance to the Division Director, the Staff Associate for Management and Planning, and other personnel in the Division of Social and Economic Sciences (SES), Directorate of Social, Behavioral and Economic Sciences (SBE). At the full performance level, the incumbent of this position:

- Uses a variety of graphical, spreadsheet, and database software packages to obtain statistical data from published reports and manipulates data to produce new tables and charts for administrative use. Prepares graphics, creates tables and graphs based on statistical data for senior management and SES program staff to use for internal and external presentations at meetings, workshops and conferences.
- Produces a wide range of documents using a variety of office automation technologies. Applies advanced word processing software to materials involving complex formats such as automatic generation of indices and tables of contents, importation of graphics, charts, or special symbols or precise alignment of multiple columns. In addition, may use an electronic calendar to schedule appointments, data base or spreadsheet software; transmit and receive documents and messages electronically; perform information searches on the World Wide Web; and perform various tasks using on-line systems for the IBM mainframe and client-server systems.
- Uses the electronic decline processes including FastLane and Proposal, Award and Reviewer System (PARS) to Division Director concur declinations for the Division and is solely responsible for the review of the Division's withdrawals, inappropriate and decline proposals prior to approval and signature.
- Maintains detailed knowledge of Division and Foundation policies and regulations in the use of automated systems and software for staff travel and voucher preparation and serves as a resource.
- Maintains and commits the Division Director's time for appointments and meetings with authority for commitments of time. Assembles information from a variety of sources for the use of the Division Director at such gatherings. Uses system on-time or another automatic system to maintain Division Director calendar and maintain updated leave schedule of employees.

- Screens all calls and visitors, answering most questions and completing most business involving established policy or routine matters. When calls are referred to the Division Director, the incumbent furnishes readily obtainable information to aid in the discussion.
- Receives and reads all incoming correspondence directed to the Division Director and initiates actions necessary for its proper disposition. Records correspondence referred to other staff members reflecting delegations of responsibility and follows through to ensure timely disposition. Maintains control records on incoming correspondence and action documents and follows the action directly through to the recipient to ensure prompt handling.
- Keeps abreast of established procedures to prepare and clear all documents. Reviews all outgoing documents prepared in the programs of the Division or other sectors of the Foundation for signature of the Division Director, or correspondence routed through the Division Director for information for conformance with office procedures. Takes appropriate action to correct inadequacies, including calling these to the attention of the writer and suggesting corrections or improvements in terminology, when necessary, before presenting the document for signature and approval.
- Provides support to the Division Director, Staff Associate for Management and Planning and other senior personnel in the Office of the Division Director to prepare for meetings within NSF and with other Government agencies and private firms. Arranges conferences and meetings to be held locally, including arranging logistics, preparing agendas, and notifying participants.
- Makes all travel arrangements for the Division Director, Staff Associate for Management and Planning and other senior personnel within the Division.
- Assists the Administrative Manager with review of the Division's staff travel authorizations and vouchers before signature and approval. Creates and maintains the Division's staff travel spreadsheet.
- Serves as one of the primary timekeepers in the Division, assists in the review of the cards for the Division and maintains up-to-date policy records on flexitime. Requests and prepares Division-wide leave schedules and posts weekly lists of leave and travel status of employees.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants must possess one year of specialized experience equivalent to GS-6 and GS-7 level(s), respectively. **Specialized experience:** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled. **Time-in-Grade Requirement:** Completion of one year of service in a position at the next lower grade level in the normal line of promotion progression for this occupation.

QUALITY RANKING FACTORS:

- Skill in operating a personal computer, word processing, spreadsheet, and presentation software (e.g. Excel, Word, and PowerPoint). A qualified typist is required.
- Ability to coordinate priorities and commitments of an office in order to serve as liaison, prepare background material, and anticipate information requests.
- Ability to serve customers and customer needs through interaction with individuals at all levels in order to facilitate expeditious handling of requests and inquiries.
- Knowledge of clerical and administrative concepts and practices to complete assignments and to recommend changes to existing procedures or to develop new ideas to enhance procedures.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement, which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information:

- Your country of citizenship.
- Your social security number.
- Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours.
- Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately.
- If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held.
- The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below.

If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly indicate specific eligibility and provide proof with application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation 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.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, *Notification of Personnel Action* (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality-ranking factor.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010197. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: August 2002

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

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|---|---|
| 01 - Newspaper (specify) | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER