



**Job Title:** Office Automation Clerk  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Job Announcement Number:** 12-09080002-02163G-CJ

**SALARY RANGE:** \$24,933.00 to \$32,412.00 / Per Year  
**OPEN PERIOD:** Wednesday, May 09, 2012 to Friday, May 18, 2012  
**SERIES & GRADE:** GS-0326-03  
**POSITION INFORMATION:** Full Time - Permanent - No time limit  
**PROMOTION POTENTIAL:** 03  
**DUTY LOCATIONS:** 1 vacancy(s) in the following locations:  
 Jonesboro, Illinois  
**WHO MAY BE CONSIDERED:** Status Candidates (Merit Promotion Eligibles)

#### **JOB SUMMARY:**

A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nations most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies. Its an awesome responsibility but the rewards are as limitless as the views.

Office Automation Clerk , GS-0326-03:

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for USDA Forest Service applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process.

To obtain information about this position and TO APPLY, please click on

<https://www.avuecentral.com/casting/aiportal/control/toVacancy?referenceCode=XBWXB>

#### **KEY REQUIREMENTS**

- See Other Information.

#### **DUTIES:**

Performs office automation work requiring the use of software applications and computer equipment. Prepares correspondence, reports, technical documents, graphs/charts, forms, and other office support materials.

#### **QUALIFICATIONS REQUIRED:**

##### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to perform office automation tasks.

Ability to communicate effectively other than in writing.

Knowledge of clerical practices and office routines.

##### **MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:**

Qualifying experience for the GS-03 level includes six (6) months of general experience in clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: The experience requirements for the GS-03 level may be met by completion of one full year of full-time academic study in an accredited business, secretarial or technical school, junior college, college or university.

Completion of an intensive, specialized course of study of less than one year (usually of at least 3 months duration) may meet in full the experience requirements. Such courses may have been obtained through a variety of programs such as those offered by business or technical schools, and through military training programs. The course must have been designed specifically as career preparation for the work of the position being filled, and must have provided the applicant with the necessary knowledge, skills, and abilities to do the work.

**COMBINING EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed post high school education and general experience may be used to meet the total experience requirements.

**PROFICIENCY REQUIREMENT:** Applicant must be able to type 40 words per minute.

Specialized experience directly related to this position should be documented in the Work History section of the online application. Applicants are encouraged to provide a narrative in the Work History section that describes the duties performed relative to the specialized experience defined for this position. Show percentage of time performing these duties if work involved a variety of different duties, i.e., where only a portion of the work experience would be creditable for this position.

Specialized experience for this position is defined as one or more of the following: Performed reception duties, such as answering phone calls, greetings visitors, and taking messages; used common office equipment, such as personal computers and photocopy machines; and performed general office duties, such as filing and maintaining simple records.

See Other Information for further requirements.

#### **HOW YOU WILL BE EVALUATED:**

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

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#### **BENEFITS:**

See Other Information.

#### **OTHER INFORMATION:**

Open to current career or career-conditional federal employees with competitive status. Reinstatement eligibles, Veterans Recruitment Authority (VRA) eligibles, Veterans Employment Opportunity Act (VEOA) eligibles, certain military spouses, persons with disabilities, disabled veterans with a 30% or more disability, former Peace Corps and VISTA volunteers may be considered under special hiring authorities.

This position is located on the Hoosier National Forest; Mississippi Bluffs Ranger District in Jonesboro, Illinois. For additional information about the duties of the position, please contact Daryl Kirtley at 618-658-2111, email [dkirtley@fs.fed.us](mailto:dkirtley@fs.fed.us).

Please read the vacancy announcement thoroughly and follow all instructions to ensure proper consideration. If you are unable to apply on-line or have questions about the meaning of items in the vacancy announcement, please contact Human Resources Management at 1-877-372-7248.

Applications may be reviewed to verify qualifications and eligibility prior to issuing lists to a selecting official.

We expect to make a final job offer within 30-60 days after the deadline for applications.

Status applicants must submit a copy of their most recent SF-50, Notification of Personnel Action, which verifies status.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are

otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim. If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

Please check Job Posting Information, Summary, for the area of consideration (i.e., Who May Apply), and time limit information.

Bargaining Unit Status: Eligible - Coverage is dependent upon unit location.

**TIME-IN-GRADE REQUIREMENT:** If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements with 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met within 30 days of the closing date of this announcement OR within 30 days of the date a referral list is issued for open continuous announcements. Former federal employees applying to positions at a higher graded position than previously held may be subject to TIG requirements as well.

**BASIS OF RATING:** You will be rated based on your qualifications for this position as evidenced by the education, experience, and training you recorded in the work experience or resume relative to this position which show the degree to which you possess the knowledge, skills, and abilities listed on this vacancy announcement.

To receive consideration for this position, you must meet all qualification requirements within 30 days of the closing date of the announcement or within 30 days of the generating a referral list from an Open Continuous Announcement. Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience.

Applications submitted in postage-paid Government envelopes will not be accepted.

Applications received become the property of the USDA Forest Service and will not be returned.

The United States Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

**REASONABLE ACCOMMODATION:** The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the point of contact listed on the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Relocation expenses are authorized.

Forest Service affiliated child/day care facilities are not available.

Government housing is not available.

**BENEFITS:** A variety of health insurance plans; retirement system with investment options; paid holiday; paid sick and annual (vacation) leave; life insurance; incentive systems; subsidized transportation, flexible work schedule, training and development opportunities, family/worklife program, etc.

Some positions have other conditions of employment not specified in this announcement. Applicants will be notified of any specific requirements at the time a tentative job offer.

As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

**DIRECT DEPOSIT:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

This position is being advertised under both merit promotion (internal) and demonstration project (external) procedures under separate announcements. Applicants who wish to be considered under both procedures must apply to each announcement and follow the specific instructions applicable to each method.

**Veterans:** Under the Veterans Employment Opportunities Act of 1998 as amended by Section 511 of the Veterans Millennium Health Care Act (Public Law 106-117), veterans who are preference eligibles or who have been separated from the armed forces after substantially completing 3 years of continuous service performed under honorable conditions may apply and will be considered for this position under merit promotion procedures.

Applicants must be U.S. citizens or nationals. Applicants must be U.S. citizens or nationals.

Applicants covered by the United States Department of Agriculture (USDA) Career Transition Assistant Program (CTAP) or Intergovernmental Career Transition Program (ICTAP) may apply and will be given priority consideration if determined to be well-qualified. Well-qualified is defined as meeting the qualification standards, selective factors, quality ranking factors, and physical qualifications under the Agency's specific selection process.

Completion of a probationary or trial period may be required, depending on the type of appointment. During this time period, employee's conduct and performance will be monitored in order to determine if employee will be retained.

**OTHER IMPORTANT INFORMATION:** Check our website at: <http://www.fs.fed.us/fsjobs> for general information on the Forest Service.

Applications must be certified online by 11:59 PM Eastern time on the closing date indicated on the Vacancy Announcement. Applicants are encouraged to submit completed applications early in the opening period. The Forest Service is not responsible for nonreceipt of online applications. You will be notified of successful receipt of your application via the e-mail indicated on your application.

**HOW TO APPLY:** In order to determine if you meet the eligibility and qualification requirements for this position, please submit the following information:

1. Experience/Employment Information: Apply On-Line at [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html). This online application process allows applicants to submit employment information that can be printed for personal use and saved and/or edited on the website for future use. The application process contains all the data elements that are required for resumes submitted for federal employment and may be submitted electronically.
2. Eligibility Information: The following documents are required with your application to verify eligibility and basic qualifications. If you are unable to attach these documents into your application, you may fax them to 253-573-9869. To ensure consideration, you must include your name on all documents. Failure to provide this documentation may result in disqualification.
  - a. Applicants applying under the VRA or VEOA authorities must submit a DD-214, Member 4 copy to verify eligibility. If applicable, submit a SF-15, Application for 10-Point preference and a letter dated 1991 to present from the VA or military department indicating your disability rating. If you are still on active duty, then you must submit one of the following documentation: (1) official orders or citation entitling you to a campaign badge; (2) statement of service from a commanding officer or someone else in authority attesting to your active duty which identifies dates of entry and anticipated separation; rank at time of discharge; and anticipated character of discharge; or (3) in the case of someone claiming service during the first Gulf War or since 9/11/01, any official document attesting to your presence on active duty during the appropriate calendar periods.
  - b. Spouses of military veterans who are applying under the noncompetitive hiring authority for certain military spouses must provide applicable supporting documentation prior to appointment, if selected.

- c. Transcripts (official or unofficial) from accredited institutions if education is used to meet basic qualifications requirements. You may be required to provide official transcripts if selected.
- d. Applicants not currently employed with the Forest Service must submit an SF-50 Notification of Personnel Action or equivalent document to verify current or former federal employment status.
- e. Applicants requesting priority placement consideration under the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must provide the Notice of Expected Separation or other proof document.
3. The following documents are optional but encouraged:
- a. Resume.
- b. Performance appraisal information for current Federal employees.

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To obtain information about this position and TO APPLY, please click on

<https://www.avuecentral.com/casting/aiportal/control/toVacancy?referenceCode=XBWXB>

If you are unable to apply online, contact the Avue Help Desk at joeavue@avuetech.com or 1-800-407-0147.

#### REQUIRED DOCUMENTS:

See Other Information.

#### AGENCY CONTACT INFO:

*ASC HRM Contact Center  
Phone: 8773727248  
Fax: 866390719  
TDD: 8008778339  
Email: fsjobs@fs.fed.us*

*Agency Information:  
Forest Service  
Do not mail applications, see  
instructions on How to Apply tab.  
Albuquerque, New Mexico  
87109  
US  
Fax: 866390719*

#### WHAT TO EXPECT NEXT:

See Other Information.

**Control Number: 316190000**

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