



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, VI 00820-4353**



INDEFINITE

TECHNICIAN VACANCY ANNOUNCEMENT # 12-009

Position Title: Secretary (OA)
Open Date: 20 December 2011
Closing Date: 5 January 2012
Series/Grade: GS-0318-05
Salary Range: \$30,020 to \$39,023 (plus Cola of 17.23%)
Type of Appointment: Excepted
Military Grade Required: E-3 to E-5
Compatible MOS: CMF 42
Duty Location: Joint Forces Headquarters Building
Selecting Official: COL Linda A. Cills
Area of Consideration: Virgin Islands Army and Air National Guard Members

Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.

Position Duties

This position is located in the J1 Directorate. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates in the management of the office by applying a good working knowledge of the organizations functions and procedures in order to relieve the supervisor of clerical and administrative support work. Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Schedules appointments and makes arrangements for time, participants, and location of meeting in accordance with instructions from supervisor. Receives incoming correspondence, screens material prior to distribution, establishes controls, and follows up for the supervisor. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instruction, grammar, accuracy and inclusion of necessary attachments. Maintains office files of correspondence, directives, regulations, and other convenient information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservation, and submits travel vouchers and reports. Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material. Performs other duties as assigned.

Qualification Requirements

General Experience: Experience, education or training performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing

correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.) stenographic (taking and transcribing shorthand). Experience using computer and automation systems.

Specialized Experience: Must have at least 6 months experience in the performance of clerical or administrative duties which demonstrates that the candidate has a working knowledge of general office routines and functions. Experience referring visitors, screening telephone calls, and routing correspondence by name or functional area. Experience utilizing computer software to prepare correspondence.

Knowledge, Skills and Abilities (KSAs): Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Knowledge of the organizational functions and procedures necessary to perform such duties as distribute and control mail, refer phone calls and visitors and provide general, nontechnical information.
- Knowledge of the filing system and various references and handbooks commonly used by the staff in order to classify, search for, and dispose of materials.
- Knowledge of procedures required to maintain leave records of the staff and to prepare forms required for various personnel actions.
- Knowledge and skill to coordinate the work of the office with subordinate offices.
- Knowledge of grammar, spelling, punctuation and required formats.
- Knowledge of general office automation software, practices, and procedures and competitive level proficiency in typing to accomplish word processing/office automation responsibilities.

Condition of Employment

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).
2. Wear of military uniform.
3. Security clearance must be obtainable if required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment as required by this position may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

Application Instructions

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

Your application package **must** have these documents to be considered:

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

Optional Form 612 **or** Resume
Non-flagging Memorandum

Deliver or mail your complete application to:

Virgin Islands National Guard
Joint Force Headquarters
ATTN: HRO - SSG Zera J. Louis
4031 La Grande Princess Lot 1B
Christiansted, VI 00820-4353

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.



KAI A. SCHLANG
LTC, GS
Human Resources Officer

INSTRUCTIONS FOR COMPLETING A RESUME

The Federal government does not require a standard application form for most jobs, but need certain information to evaluate your qualifications. Your application or resume speaks for you. You will lose consideration for a job if your resume or application form does not provide ALL the information requested. The following is mandatory information that must be provided in order for agencies to make employment decisions.

A. JOB INFORMATION

- (1) Announcement number, title, and grade of the job you are applying for.

B. PERSONAL INFORMATION

- (1) Full name, mailing address and a telephone number.

C. EDUCATION

- (1) High School – where and when (date) you earned diploma or GED.
- (2) College – where, when (date), majors and if no degree show credit hours earned indicating if semester or quarter hours.

D. WORK EXPERIENCE – Give the following for each paid or non-paid work experience related to the job your are applying for (do not submit job descriptions).

- (1) Job title, series, and grade if you occupy a Federal job.
- (2) Duties to include additional duties and accomplishments.
- (3) Employers name and address.
- (4) Supervisor's name and telephone number.
- (5) Starting and ending dates including month and year.
- (6) Hours worked per week and salary.
- (7) Indicate if we may contact your current supervisor.

E. OTHER QUALIFICATIONS

- (1) Job related skills, for example, computer software/hardware, tools, machinery, other languages, typing speed.
- (2) Current job related licenses.
- (3) Job related honors, awards, and special accomplishments, for example publications, memberships in professional or honorary societies, public speaking, leadership, activities, and performance awards (give dates, but do not send copies).
- (4) Job related training courses (title and dates).

F. CERTIFICATION:

- (1) **Applicants must sign their resume certifying to the accuracy of all information provided.**