



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

INDEFINITE

Announcement # 06-11

Administrative Assistant

Opening Date: 23 February 2011

Closing: 10 March 2011

Position:

Administrative Assistant

Series/Grade

GS-0303-05/06/07

Salary Range:

Base Pay
GS-05 \$27,431.00 to \$35,657.00
GS 06 \$30,577.00 to \$39,748.00
GS 07 \$33,979.00 to \$44,176.00
Plus COLA (17.23% of base pay)
Plus Locality (9.44% of base pay)

Military Requirements:

ENL: E3-E5
MOS: 42A

Position Description

#D0969000

Location:

USP&FO
Estate Bethlehem, VI

Type of Appointment:

EXCEPTED

Selecting Official: COL Michael A. McDonald USP&O

Area of Consideration

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guards. **NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position. This position will be available for at least one year. It can be terminated at any time and will be terminated upon return of duty of Deployed technician.**

BRIEF DESCRIPTION OF DUTIES

This position is located in the United States Property and Fiscal Office (USPFO). The purpose of this position is to provide technical and administrative assistance for programs within the United

States Property and Fiscal Officer's (USPFO) area of responsibility. This support is provided to the USPFO and the Supervisory Logistics Management Specialist (SLMS). Assist in managing the

Management Control Program (MCP). Coordinates USPFO inspections such as NGB-CLRT-X, Contracting PMA, Comptroller Quality Assurance, Army IG, Air Force and Army Audit Agencies, and other external agencies. Serves as the USPFO focal point for all personnel action to include performance evaluations, standards, OER/NCOER, job announcements, and other SF-52 actions. Assist in the development of policy letters which may require researching applicable directives from higher authority, to ensure that no conflict will result from issuance of new policy. Maintain personal contact with USPO employees, functional managers (Army and Air), NGB personnel, and State personnel to discuss administrative requirements and services, provides technical advice and guidance, and recommends methods and procedures where necessary. Prepares and monitors Assistant USPFO appointment/delegation letters for Army and Air National Guard activities. Performs duties as USPFO Publications Officer. Serves as the Records Management Coordinator for the USPFO organization. Controls access to the United States Property and Fiscal Officer and Supervisory Logistics Management Specialist (SLMS)/Deputy USPFO base on personal knowledge of their workload and current issues of importance. Receives visitors and telephone calls for the USPFO organization. Maintains the appointment schedule for the USPFO and the Supervisory Logistics Management Specialist. Accomplishes travel arrangements for the USPFO and staff to include travel and hotel reservations, creates travel orders, and coordinates visits. Reviews incoming correspondence, publications, regulations, and directives, which may affect the USPFO, or programs within the USPFO's purview relative to both the Army and Air National Guard. Prepares and/or reviews outgoing correspondence from the office of the USPFO or subordinate divisions for grammar, construction, proper format, attachments, continuity of text, policy and procedural adherence, and compliance with the USPFO viewpoint. Responsible for key access control for the USPFO organization. Provides for control of all classified documents of the United States Property and Fiscal Officer. Responsible for monitoring and tracking trends relative to the State Performance Indicator Report (SPIRS). Performs other related duties as assigned.

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.

QUALIFICATIONS

General Experience

Experience, performing any combination of the following tasks: typing (letters, forms); general clerical, (answering the telephone, receiving visitors, composing correspondence, filing etc) needed for the work to be done.

Specialized Experience

Applicant must have six (06) months of specialized experience to qualify for the GS-05 position, nine (09) months, for the GS-06 and twelve (12) months for the GS-07 which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper, stating when, where and how obtained each; either through experience, education or

training. Failure to submit this information may affect your ranking for referral for this position.

--Practical Knowledge of an extensive body of program analysis technical rules, guidelines, regulations, and precedents to provide sound recommendations to the USPFO.

--Skill in applying basic data gathering techniques in order to develop trends and analysis tools using data from reports.

--Knowledge of the duties, priorities, commitments, basic policies, and program goals of the organization sufficient to perform comprehensive administrative support assignments.

--Knowledge of general office automation software, practices, and procedures to design or develop detailed charts and graphs. Competitive level proficiency in typing to accomplish word processing and office automation tasks.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month, and year for each period. Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

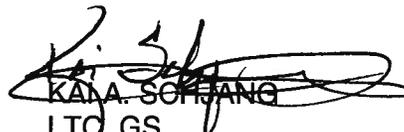
TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO (SSG Williams) after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.

5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows
ENL: E3-E5, MOS: 42A
- 7 **Permanent Change of Station (PCS) is not authorized for this position.**
8. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserved Incentive Program (BONUS).

FOR THE ADJUTANT GENERAL:


KANA. SCHJANG
LTC, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

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

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying:
(Do not send job descriptions)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.
(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.
(Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.

