



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

**Announcement #31-10**

**SECRETARY (OA)**

**Opening Date: 3 November 2010**

**Closing: 18 November 2010**

**Position:  
Series/Grade**

Secretary (OA)  
GS-0318-05

**Salary Range:**

GS-05-\$28,726.00-\$37,340.00  
Plus 20.94% COLA

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**Military Requirements:**

ENL: E1-E5  
MOS: 42A/F

**Position Description#**

D0834000

**Location:**

Command Support Specialist  
Office, Joint Force  
Headquarters St. Croix, VI

**Type of Appointment:**

EXCEPTED

**Selecting Official:** MAJ. Sherrymae D. Morales Management and Program Analyst

**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.**

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**BRIEF DESCRIPTION OF DUTIES**

This position is located in the Joint Forces Headquarters—VING. 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 organizational functions and procedures in order to relieve the supervisor(s) of clerical and administrative support work. Receives visitors and telephone calls and exercise 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 meetings 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 instructions, 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 reservations, 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 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, 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.**

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.

## 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: E1-E5, MOS: 42A/F
- 7 **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:

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KIA A. 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.