

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-340T

DATE: 05 OCT 2004

CLOSING DATE: 01 NOV 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

SECRETARY (OA), GS-0318-06, TC70046000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE:

\$29,761 - \$38,694 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

ARMY AVIATION SUPPORT FACILITY #1 (AASF #1), PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual will receive a Permanent Appointment subject to the completion of a one-year trial period. If a permanent technician is selected they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (ARMY) National Guard (Units Serviced by AASF #1), qualify for and be placed in the following compatible AFSC/MOS/AOC: CMF: 71 (Except 71M, 73C, D, Z)

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: None

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to type correspondence in proper format using typewriter and word processing.
2. Ability to type a minimum of 40 words per minute.
3. Ability to maintain office files of correspondence, directives, regulations and other information.
4. Ability to operate computers, programs, and associated equipment.
5. Ability to communicate effectively both orally and in writing.
6. Ability to deal with fellow employees as well as higher level management.
7. Ability to work as part of a team.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) MUST BE SUBMITTED. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **Applications submitted in postage paid federal envelopes or by government fax machines is a violation of federal law and will not be accepted. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 9 months experience and in which the candidate has performed functions such as composing routine correspondence; maintaining administrative files; maintaining directives and regulations, receiving and distributing incoming and outgoing correspondence, and typing of correspondence.

BRIEF JOB DESCRIPTION: This position is located at the AASF #1. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is of limited complexity with relatively informal internal controls and procedures. 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 exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Provides information desired when routine or procedural matters of the office are involved. Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from supervisors. Keeps informed of supervisors whereabouts. Receives incoming correspondence, screening material prior to distribution, establishing controls, and following up for the supervisor. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Returns such communications to originator for correction. 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 work 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.

SELECTING SUPERVISOR: LTC JERRY MADISON