

POSITION: Secretary, GS-318-5, Target GS-6 or GS-6**TYPE OF APPOINTMENT:** Permanent**NUMBER OF VACANCIES:** One Full-time Position**POSITION DESCRIPTION:** GS-5: 31998A; GS-6: 31997A**SALARY RANGE:** GS-5: \$27,612 to \$35,900; GS-6: \$30,778 to \$40,016 per annum**NOTE 1:** *Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion***NOTE 2:** *This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.***NOTE 3:** *This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.***NOTE 4:** *This is a Bargaining Unit position.***TOUR OF DUTY:** Position is dayshift, M-F. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Voluntary Service, Portland OR Division, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**AREA OF CONSIDERATION:** Consideration will be given to career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are employees of the Willamette National Cemetery, Regional Office and Veterans Outreach Center.**Employees who have received "Directed Reassignments" will be given priority consideration for any reassignment opportunity for which the employee has applied and meets the minimum qualification requirements. Such employees must include a copy of their "Directed Reassignment" letter with their application package.****Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ITCAP eligibility with their application.**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. This position is a highly public one that requires excellent customer service skills. The incumbent is often the first person a visitor or caller meets when contacting the Voluntary Services office. Duties include, but are not limited to, greeting the public on the phone, in person and/or in writing; organizing and maintaining Voluntary Services files; scheduling interviews; screening/directing calls and providing information; using judgment in the resolution of minor problems; interpreting standard operating procedures to people requesting services from Voluntary Services; maintaining data bases; providing clerical assistance with Voluntary Services projects and programs; handling correspondence and reports within the medical center; preparing agenda's and meeting minutes; with oversight from supervisor, receiving and depositing donations, maintaining donation records, sending acknowledgements, and tracking funds; and handling interoffice mail. Incumbent must have excellent computer skills with working knowledge of Word, Excel, Publisher, and Access.**GENERAL REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-318 series applies and may be reviewed in the Human Resources Management Division office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.**Specialized Experience:** One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.**Substitution of Education for Experience Requirements:** **GS-5:** Successful completion of four (4) years of post high school education. Such education must have been obtained in an accredited business, secretarial, or technical school, junior college, or university is fully qualifying at the GS-5 level and may be substituted in full for the required specialized experience; **GS-6:** Not applicable.**Rating Factors:** *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* **1.** Knowledge of Voluntary Service functions and services. **2.** Ability to work with a wide variety of individuals including patients, co-workers, families, etc. **3.** Ability to perform clerical tasks, such as answering phones, screen visitors, scheduling activities, etc. **4.** Ability to use various computer programs, such as Word, Access, Excel, PowerPoint, etc.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** In order to be considered for this vacancy, interested **employees must complete and submit VA Form 5-4078**. Application for Promotion or Reassignment, to be received in Human Resources Management Division (P4HRMS) **no later than 4:30 p.m. on the closing date** of this announcement. **Applicants must submit VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar day after the closing date of the position.** VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also due 7 calendar days after the closing date. These forms are available in Human Resources Management Division and on the internal Human Resources website.**HOW TO OBTAIN FORMS:****In Portland**VA Medical Center, Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)
Portland, OR 97239. Phone # (503) 273-5236**If Mailing:**VA Medical Center, Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207**Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement or postmarked on or before the closing date. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.**