

**POSITION:** Medical Clerk (6D), GS-679-5, Target GS-6 or Secretary, GS-318-6**NUMBER OF VACANCIES:** One full time position.**TYPE OF APPOINTMENT:** Temporary, not to exceed 13 months; may be extended or terminated sooner depending on workload, staffing or budget.**SALARY RANGE:** GS-5: \$27,612 to \$35,900; GS-6: \$30,778 to \$40,016 per annum**POSITION DESCRIPTION:** GS-5: 1638A; GS-6: 1454A**NOTE 1:** Applications received by 6/17/04 will be given first consideration for this position.**NOTE 2:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 3:** 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 4:** 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 5:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 6:** 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 Patient Care Services Division. Although this position is located at the Portland OR Division at this time, 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:** Any US Citizen.**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: The incumbent performs clerical work in support of the care and treatment given to patients such as receiving patients or maintaining patient files; work administering or advising on medical records systems; or work maintaining medical records in a ward, clinic, or other such unit of a medical facility. Incumbent performs clerical/assistant work in support of the care and treatment given to patients in a ward, clinic or other such unit of a medical facility such as receiving patients, maintaining patient records, and operating the domiciliary living units. Receives and relays incoming and outgoing telephone and intercom messages. Receives and responds to unclear inquiries from patients concerning a variety of medical, personal, and administrative matters. Receives and directs patients and visitors, answer routine inquiries and makes appropriate referral of questions concerning patient's condition. Assembles patient's records and inserts required forms. Prepares charts of patients scheduled for surgery. Records physician's orders, charts medical data, or schedules appointments. Uses software to report patient movements, schedule appointments, and request records or test results. Performs miscellaneous clerical duties.**QUALIFICATION REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualifications Standards for GS-679 and GS-318 series apply and may be reviewed in the Human Resources Management Division.**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 procedures for receiving and following through on patient requests. **2.** Knowledge of the internal organization and content of patients' medical records. **3.** Knowledge of the meaning and spelling of medical terminology. **4.** Ability to work with other employees, both professional and non-professional. **5.** Ability to work with veterans and their family members in helping them receive health care.**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:** You may submit [OF 612 \(Optional Application for Federal Employment\)](#), a resume, or other written format (i.e., SF-171). **(REQUIRED)** If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- a. [OF-306, "Declaration for Federal Employment"](#) **(REQUIRED)**
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (If applicable)
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility). (If applicable)
- d. [SF-15, "Application for 10-point Veteran Preference"](#) (with required documentation for proof). (If applicable)
- e. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- f. Appropriate proof of ITCAP and CTAP eligibility. (If applicable)

**HOW TO OBTAIN FORMS:**Forms are available online at [www.portland.med.va.gov/hr](http://www.portland.med.va.gov/hr)**In Portland**VA Medical Center, Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 100 Rm. 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 97207Human 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. **First consideration will be given to those who apply no later than 6/17/04, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.