

POSITION: Secretary, GS-318-5, Target GS-6 or GS-6**NUMBER OF VACANCIES:** One Full-time position.**TYPE OF APPOINTMENT:** Temporary, not to exceed one year and one day, may be extended or terminated sooner depending on workload, funding or staffing.**SALARY RANGE:** GS-5: \$27,612 to \$35,900; GS-6: \$30,778 to \$40,016 per annum**POSITION DESCRIPTION:** GS-5: 31998A; GS-6: 31997A**NOTE 1:** Applications received by 6/23/04 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 Non-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, Vancouver, WA Division. 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. 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.**QUALIFICATION REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualifications Standards for GS-318 series applies 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 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:** 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:

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

HOW TO OBTAIN FORMS:Forms are available online at www.va.gov/portland/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 6/23/04, 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.