

Department of Veterans Affairs

VA NW Network – VISN 20

V a c a n c y A n n o u n c e m e n t

**POSITION:** Program Support Assistant, GS-303-6, Target GS-7 or GS-7**NUMBER OF VACANCIES:** One full-time position**SALARY RANGE:** GS-6: \$30,778 to \$40,016; GS-7: \$34,202 to \$44,462 per annum.**TYPE OF APPOINTMENT:** Permanent**POSITION DESCRIPTION:** GS-6: 055960; GS-7: 401050**NOTE 1:** Applications received by 6/18/04 will be given first consideration for this position.**NOTE 2:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.**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 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 a reasonable accommodation will be on a case-by-case basis.**NOTE 5:** This is a Non-Bargaining Unit position.**LOCATION:** This position is located in the VISN 20 Office in Vancouver, WA.**TOUR OF DUTY:** Position is dayshift (8:00am to 4:30pm), M-F, however; working conditions may require a change in the tour of duty.**AREA OF CONSIDERATION:** Consideration will be given to career or career conditional employees and permanent Title 38 employees of the **VA Northwest Network (VISN 20) ONLY**

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 ICTAP eligibility with their application.

DUTIES: The complete position description may be reviewed in the Portland VA Medical Center (PVAMC) Human Resources Management Service, or may be faxed to other locations. The following duties and responsibilities are taken from the position description and are considered to be a brief extract: The incumbent performs all duties in a manner that promotes team concepts and reflects the VHA mission, vision and values. The incumbent acts as a trusted agent in professional relations, implementing responsibilities in the most competent manner and exercising judgment, knowledge and skill to promote the interests of the VA Northwest Health Network (VISN 20) and the Department of Veterans Affairs. The incumbent possesses a mastery of office skills, demonstrates initiative, the ability to assume responsibility with general supervision and makes decisions within the scope of assigned authority. The position performs a wide variety of clerical functions in support of the Network Office that provides the leadership for the operations and planning for the complex organization. Performs general office work, which encompasses a variety of different duties and responsibilities in support of the Operations Office and its staffers.

GENERAL REQUIREMENTS:

ELIGIBILITY: U.S. Office of Personnel Management Qualification Standards Handbook for GS-303 series, apply and may be reviewed in the Portland Human Resources Management Service office or your local Human Resources 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 (KSAs) 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.

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. Ability to use various software programs. 2. Ability to direct calls, visitors, etc. coming to the VISN 20 office. 3. Knowledge of VA Medical Center organization and functions, including VISN functions. 4. Ability to perform a wide variety of office functions, such as timecards, mail, data collection, etc.

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 **VISN 20 Employees** must complete the following:

You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). 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. You must also submit an OF-306, "Declaration for Federal Employment" and an SF 50, "Notification of Personnel Action" (for proof of civilian Federal status)

ALL APPLICANTS are responsible for completing and submitting VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar days after the submission of your application packet. VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials, and is due no later than (7) calendar days after the submission of your application packet. You may obtain these forms online at www.portland.med.va.gov/hr, by contacting a Portland VA Medical Center Personnel Clerk at (503) 273-5236, or at your local Human Resources Management Service Office. Please return or mail your completed application to the addresses provided below, ATTN: Announcement VISN-04-387.

In Portland:

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:

Portland VA Medical Center
Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207

Failure to provide all of the required forms may result in a delay in the processing of your application, a lower rating, or disqualification. The Portland VA Medical Center Human Resources Management Service will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in the Portland VA Medical Center Human Resources Management Service office as listed above, by 6/8/04 for first consideration, however this position will remain open until filled. Applications will not be returned to applicants. For additional information you may contact Portland VA Medical Center Human Resources Management Office at (503) 273-5236.