



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES**



CAREER OPPORTUNITY

VACANCY ANNOUNCEMENT 2004—166VCJ

OPENING DATE: 08/05/2004

CLOSING DATE: 08/26/2004

(APPLICATIONS MUST BE POSTMARKED BY THE CLOSE OF BUSINESS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.)

AREA OF CONSIDERATION: Status and Non-Status

POSITION: *Administrative Assistant, GS-301-06/07/08 (Full Promotion Level – GS-08)*

PAY RANGE: \$30,762 to \$49,216 per annum

LOCATION: Department of the Treasury
Departmental Offices
Office of the Under Secretary (Domestic Finance)
Office of Community Development Financial Institutions Fund
Washington, D.C.

NUMBER OF POSITIONS: (One)

TOUR OF DUTY: Full-Time, 40 hours per week

Description of Position: The incumbent serves as an Administrative Assistant to the Administrative Officer of the Community Development Financial Institutions (CDFI) Fund. The incumbent will assist with the preparation of personnel actions, requests for procurement, and travel. He/she will maintain office files, manuals, and related materials. The incumbent will also be responsible for receiving and processing all office incoming and outgoing mail and deliveries, as well as assisting the Administrative Officer with the day-to-day administrative support within the office.

The Administrative Officer provides administrative support to the CDFI Fund. The Fund's mission is to provide access to capital and financial services in critically under-served urban, rural and Native communities.

A copy of this vacancy announcement is also available through OPM's web site at www.usajobs.opm.gov or Treasury's web site at <http://intranet.treas.gov/sites/tvas>.

You may email your application to vera.jones@do.treas.gov or fax your application to (202) 622-0161.

RATING FACTORS:

1. Ability to follow established Treasury and Fund administrative procedures.
2. Knowledge or experience of administrative support procedures such as those established for obtaining and monitoring the use of services, supplies, mail, or personnel.
3. Ability to communicate orally in performing clerical and technical work.
4. Knowledge of and ability to use computer software such as Microsoft Word and Excel.

Basis for Rating: Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to their experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed on this page. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

Benefits: 10 Paid Holidays Annually ~ Paid Annual & Sick Leave ~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans offered in the private sector)

Qualification Requirements: In accordance with the Office of Personnel Management's qualification standard for Administrative and Management Positions all candidates must possess 52 weeks of specialized experience equivalent to the next lower grade level.

Employment of People with Disabilities: The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation of any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Specialized Experience: Specialized experience is experience that provided the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position.

Application Procedures: In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. Application packages may be mailed to: **Department of the Treasury, Departmental Offices, Office of Personnel Resources, Room 5204 Main Treasury, 1500 Pennsylvania Avenue, NW, Washington, DC 20220.** Applications sent in government postage paid envelopes or by government fax machine **WILL NOT** be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted.

Note for CTAP/ICTAP Eligibles: Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area that are determined to be "well-qualified" for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area that are determined to be "well-qualified" for this position may apply for special selection priority over other candidates for this position. In accordance with Treasury's Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be "well qualified" for this position. To be determined "well-qualified," a candidate must be able to demonstrate that he/she has had experience providing **(detail the specific duties/experience the candidate must have had. This should be**

attached to checklist). Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority; i.e., a copy of the certification/displacement letter, along with all other items listed in the “Application Procedure” section of this announcement.

Time-in-Grade:

Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Part 300, Subpart F, i.e., at least 52 weeks at the next lower grade.

Other Significant Information:

Sensitivity - This position has been designated as “Noncritical- Sensitive”. The individual selected for this position will be subject to the necessary security investigation.

Positions that are for veterans who have preference, i.e., custodial, messenger, elevator, and guards In accordance with Title 5 United States code (U.S.C.) 3310; Title 5 Code of Federal Regulations (CFR) part 330, Subpart D, this position is restricted to preference eligible veterans as long as preference eligibles are available.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

APPLICANT CHECKLIST

Your application/resume must contain the information identified below. (This checklist is for your personal use to assist you in preparing your application package. This checklist does not need to be submitted with your application.)

JOB INFORMATION

- Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- Announcement Number
- Title and grade of the position applying for.
- Identify the lowest pay or grade level you will accept.
- Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

PERSONAL INFORMATION

- First, last & middle name
- Mailing address (*with ZIP Code*)
- Social Security Number
- Day and Evening Phone Numbers (*with area code*)
- Country of Citizenship
- Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- Describe specific duties & responsibilities.
- Include paid and volunteer work experience. (*Include title, grade & series if applicable*)
- Performance Appraisal (Optional)
- Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- Job-related** training courses (title and year)
- Job-related** skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related** certificates and licenses (current only)
- Job-related** honors, awards, and special accomplishments, for example publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but to not send documents unless requested.)
- Rating factors identified on the previous page (Optional).

INFORMATION FOR VETERANS

- DD Form 214
- Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- Letter of eligibility from the appropriate State Department Rehabilitation Service. (*This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.*)

EDUCATION

- High School, address & zip code
- Date of diploma or GED.
- Colleges & Universities, address & zip code
- Identify majors, degree received, & date graduated (If no degree, show total credits earned & indicate whether semester or quarter hours.)
- College transcripts. (*If applicable*)