

Job Title: Information Technology Specialist, GS-2210-5/7**Job Announcement Number:****Series & Grade:** GS-2210-5/7**Open Period:** Thursday, June 17, 2010 to**Position Information:** Full-Time Permanent**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.**Job Summary:****[Insert agency logo, optional]**

- Do you want to serve your country in a critical occupation?
- Do you want to be part of the Federal cyber security efforts, operating and protecting the Nation's networks?
- Do you want to play a vital role in the world of information technology?
- Do you want to be part of an important aspect of the Federal Government, helping with exciting Federal initiatives?
- Do you want to help facilitate the successful implementation of cutting edge technology solutions?

If you are interested in an information technology career, this job is for you! You will be an integral member of a team devoted to **[Insert summary of role]**. You will be instrumental in ensuring the United States Government is **[Insert how the occupation enables the United States Government to accomplish its mission]**. If you are a new professional, **[Insert your agency's branding/marketing/mission information-agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]**

You can go from \$XXk-\$XXk in 4 years! *Great Benefits Package: paid vacation, sick days, holidays, health and life insurance and an excellent retirement package!*

Year 1 \$XX,XXX (GS-5) Year 2 \$XX,XXX (GS-7) Year 3 \$XX,XXX (GS-9) Year 4 \$XX,XXX (GS-11)

[Agencies should insert the correct salary depending on location.]

Key Requirements:

- U.S. Citizenship or National
- Registered for Selective Service, if applicable (See Other Information)
- Résumé and supporting documents (See How to Apply)
- Suitable for Federal employment

Major Duties:

As an information technology (IT) specialist, you are a valued member of a dynamic team. You collaborate closely with senior specialists to analyze a wide array of Information Management (IM) and IT issues to solve problems and provide efficient and effective products and services. You will develop, deliver, and support are a valued member of a IM/IT systems and services. You will also perform routine and recurring work independently with higher-level specialists who provide direction, assignments, and review work. Typical work assignments include:

- Identifying and resolving basic IM/IT issues and problems;
- Drafting or updating manuals, documentation, instructions, and operating procedures;
- Providing information and assistance to customers in accessing IT services;
- Meeting with customers to collect information about business requirements;
- Researching, gathering, drafting, and presenting data or other information; and

Ensuring the application of appropriate security measures.

You will gain a comprehensive working knowledge of IM/IT from increasingly difficult on-the-job training and experience. Assignments will become more complex as your training and experience progresses.

Qualifications:

You may start at \$XX,XXX (GS-5) per year if you have one of the following qualifications:

[Agencies should insert the correct salary depending on location.]

- Bachelor's degree from an accredited or pre-accredited college or university in computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that provided knowledge equivalent to a major in the fields above; OR
- Three (3) years of IT-related experience, 1 year of which was equivalent to at least GS-4, that provided basic knowledge of IT principles, concepts, and methods (e.g., data storage, software applications, networking). Examples include performing a variety of IT general support services or positions requiring use or adaptation of applications, systems, or networks; OR
- A combination of education and experience as listed above.

You may start at the higher \$ XX,XXX (GS-7) salary if you have one of these additional qualifications:

[Agencies should insert the correct salary depending on location.]

- A bachelor's degree in one of the areas described above with either a grade point average (GPA) of 3.0 based on a 4.0 scale; a 3.5 GPA based on a 4.0 scale for required courses completed in a major field of study during junior and senior year of a 4 year college or university; class standing of upper third of the graduating class in the college, university, or a major subdivision of the college; or membership in a National Scholastic Honor Society certified by the Association of College Honor Societies, excluding freshman honor societies; OR
- One full year of graduate level education in an accredited or pre-accredited college or university in one of the areas described above for GS-5. The education must demonstrate the knowledge, skills, and abilities necessary to do the work (See How You Will Be Evaluated for a list of competencies/KSAs); OR
- One year of specialized experience at the GS-5 (or equivalent) grade level that demonstrates the ability to [Agency must define specialized experience]; OR

- A combination of education and experience as listed above.

How You Will Be Evaluated:

We will review your résumé and transcript(s) to ensure you meet the qualification requirements. **[Agency must provide information on the competencies/knowledge, skills, abilities the applicant will be evaluated on based upon job analysis.]**

Benefits:

Working for **[Insert agency name]** offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. **[Insert agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]** The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here www.usajobs.gov/EI/benefits.asp#icc

Other Information:

Interagency Career Transition Assistance Program (ICTAP). The Interagency Career Transition Assistance Plan (ICTAP) provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if this vacancy is within your ICTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. **[Insert agency definition of well-qualified.]** You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Information about ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

[Insert the following paragraph if your agency did not clear CTAP before announcing outside its own workforce.]

Career Transition Assistance Plan (CTAP). The Career Transition Assistance Plan (CTAP) provides eligible surplus and displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if this vacancy is within your CTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. **[Insert agency definition of well-qualified.]** You must provide a copy of your written notification of CTAP eligibility with your application. Information about CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov.

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

How To Apply:

How To Apply: [Insert information on your agency's automated system.]

You may either 1) Apply Online or 2) deliver your application package via [Insert agency procedure]. Your complete application package will include:

1. **Résumé**
2. **If you are qualifying based on education, unofficial or official college transcript(s) listing all college courses completed, credit hours received for each course, major(s), and grade point average or class ranking**

If faxing in your application package:
Attention: [Insert name of contact]
[Insert telephone number]

Send Mail

[Insert complete address]
USA

All electronic submissions or faxes must be submitted and received by [Insert time] Eastern Time [Insert closing date]. All mailed résumés and/or supporting documents must be received by [Insert closing date]. [Insert agency application receipt procedures if different.]

Contact Information:

Enter Contact Information Here

Agency Information:
Agency

What To Expect Next:

After all application packages have been received, we will review your résumé and transcript(s) (if appropriate) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: