

Job Title: SECRETARY, GS-0318-5

Job Announcement Number:

Series & Grade: GS-0318-5

Promotion Potential: 5

Open Period: Wednesday, February 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 in a pivotal office support role?

*Do you enjoy arranging conferences, travel and meetings?

*Do you have good communication and organizational skills?

If you are interested in a secretarial career, this job is for you! You will be a vital part of a team that **[Insert a description of your agency mission.]** If you are interested in working on our team, this job is for you! You will be a valued team member and your work will assist the United States Government in accomplishing its mission. **[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 \$33k-\$42k in 3 years! Great Benefits Package: paid vacation, sick days, holidays, health and life insurance and an excellent retirement package!

Year 1 \$33,269 Year 2 \$37,084 Year 3 \$41,210

(GS-5)

(GS-6)

(GS-7)

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

Key Requirements:

- U.S. Citizenship
- Registered for Selective Service, if applicable (See [Other Information](#))
- Meet education and/or experience (See [Qualification and Evaluation](#))
- Résumé and supporting documents (See [How to Apply](#))
- Suitable for Federal employment
- Proficiency requirement **[Insert if your position has a typing skill as a parenthetical]**

Major Duties:

As a secretary, you will:

- Prepare memoranda, letters, meeting notes, and other documents in final form;
- Screen calls and visitors and refer to appropriate staff;
- Read incoming correspondence to determine proper action and prepare responses;
- Arrange for large meetings or conferences including selecting mutually satisfactory times, reserving meeting rooms, notifying participants, attending the meetings, and preparing reports of the proceedings; and
- Arrange travel for staff, including scheduling transportation, making hotel reservations, and preparing travel vouchers.

Qualifications:

Qualifications Required:

[Agencies should insert the correct salary depending on location]

You may start at **\$XX,XXX** (GS-5) per year if you meet the basic qualification requirement of one year of specialized experience which may include performing duties such as:

- Receiving and filing correspondence, records, and reports;
- Maintaining files for proper disposition;
- Maintaining employee information;
- Ordering and distributing office supplies;
- Receiving incoming correspondence and screening material prior to distribution; and
- Providing information on office procedures.

(This experience is equivalent to the GS-4 level.)

[Insert language below if your position has a typing skill as a parenthetical]

Required Proficiency Skill(s):

You must be able to type at least 40 words per minute (Word per minute are based on a 5 minute sample with three or fewer errors). You can self-certify by submitting a statement that you can type at this speed.

Substitution of Education for Experience:

Four years of undergraduate-level education from an accredited college or university in any field can qualify you at the grade 5 level. Applicants must submit a list of courses with credit hours, major(s), and grade point average or class ranking.

Combination of Experience and Education:

Equivalent combinations of successfully completed post-high school education and experience may be

used to meet the total experience requirements at grade 5 level. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

How You Will Be Evaluated:

How You Will Be Evaluated:

We will review your résumé to ensure you meet the basic qualification requirements. We will evaluate your résumé based on your relevant personal, educational, and work experiences related to fundamental competencies, such as customer service, interpersonal skills, flexibility, self-management, self-esteem, oral and written communication.

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:

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 this paragraph if your agency did not clear CTAP before announcing outside its own workforce]

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:

[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. **Education (if using to qualify)**
 - **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 to:

[Insert complete address]
USA

All electronic submissions or faxes must be completed by [Insert time] Eastern Time [Insert closing date]. All mailed résumés and/or supporting documents must be received by [Insert closing date].

Contact Information:

Enter Contact Information Here

Agency Information:
Agency

What To Expect Next:

What to Expect After You Apply:

After all application packages have been received, we will review your résumé and transcript(s), if provided 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.

Questions:

[Insert name of contact]
Phone: [Insert contact's phone number including area code]
TDD: [Insert TDD phone number including area code]
Email: [Insert contact's email address]

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

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: