NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER, CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE	ANNOUNCEMENT NUMBER	DATES: OPENING	CLOSING *(Close of business)*	EXPIRATION *(For "Open Until Filled" vacancies remove posting on this date)*
Secretary (OA)	0016010	07/31/00	08/18/00	

SERIES	GRADE	KNOWN PROMOTION POTENTIAL TO
0318	GG-4/5/6	7

ORGANIZATION LOCATION

Office of the General Counsel
Associate General Counsel for Hear/Enf/Adm
Asst Gen Counsel for Materials Lit & Enf

AREA OF CONSIDERATION

- [ ] NATIONWIDE
- [ ] WASHINGTON, DC COMMUTING AREA
- [ ] REGION COMMUTING AREA
- [X] OTHER NRC HQ

TYPE OF POSITION

- [X] BARGAINING UNIT
- [ ] NONBARGAINING UNIT
- [X] FULL-TIME
- [ ] PART-TIME
- [X] PERMANENT APPOINTMENT
- [ ] TEMPORARY APPOINTMENT NOT TO EXCEED
- [ ] INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING

DUTY LOCATION	TRAVEL REQUIREMENTS	NAME OF IMMEDIATE SUPERVISOR
Rockville, MD	None	Dennis Dambly

APPLICATION INSTRUCTIONS: *COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)*

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE *(NRC applicants only);*
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE. APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION *(If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may very slightly and will be performed under somewhat closer supervision.)*

Serves as Secretary (OA) to the Assistant General Counsel for Materials Litigation & Enforcement, Office of the General Counsel.

Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency.

QUALIFICATIONS REQUIRED *(If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)*

Candidates must have at least one year of general experience at the next lower grade level or equivalent.

General experience is experience which demonstrates the knowledge and/or ability to perform a wide-range of secretarial and administrative duties.

RATING FACTORS *(Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)*

APPLICANTS ARE REQUIRED TO ADDRESS THE RATING FACTORS LISTED BELOW:

1. Proficiency with microcomputer-based word processing systems, including Wordperfect Office (Wordperfect, Appointment Calendar, Email).

(EXAMPLE: Describe specific work experience, training, and

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FOR ADDITIONAL INFORMATION CONTACT	TELEPHONE AREA CODE	NUMBER
Dawn Moss/Kathy Adams EMail: DDM Mail Stop: O 3E17A	301	415-3969

SEND APPLICATION MATERIALS TO:

[X] Human Resources Services & Operations Office of Human Resources	[ ] Region I Personnel Officer	[ ] Region II Personnel Officer	[ ] Region III Personnel Officer	[ ] Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

CAREER OPPORTUNITY ANNOUNCEMENT
(Continuation)

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RATING FACTORS - CONTINUED

accomplishments which demonstrate your knowledge of and ability to utilize the features of Wordperfect Office and any other office automation tools. What were your duties and responsibilities?)

2. Knowledge of proper grammar, spelling, punctuation, and all applicable NRC correspondence procedures sufficient to prepare and review outgoing material for correctness, proper format, and completeness.

(EXAMPLE: Describe specific work experience, education, and training which demonstrates your knowledge of proper grammar, spelling and punctuation. Describe specific work experience that requires you to apply your knowledge of NRC correspondence procedures. What is your role in assuring that outgoing documents are correct and in the proper format? What type of documents do you routinely prepare and/or originate?)

3. Ability to provide administrative support in a variety of areas (time and attendance reporting, travel, etc.)

(EXAMPLE: Describe specific work experience, training and developmental assignments which demonstrate your ability to apply policies and practices pertaining to office procedures, such as time and attendance and travel. Describe your experience establishing and maintaining office files.)

4. Ability to deal with individuals at all levels using tact and diplomacy.

(EXAMPLE: Describe the various levels of individuals at you interact with and for what purposes. Provide examples of specific assignments which required you to work in a team environment.)

Note: Breadth, recency, and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.