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)	0018002	08/07/00	08/31/00	

SERIES	GRADE	KNOWN PROMOTION POTENTIAL TO
0318	GG-07/08	08

ORGANIZATION LOCATION

Office of Public Affairs

AREA OF CONSIDERATION

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

TYPE OF POSITION

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

DUTY LOCATION	TRAVEL REQUIREMENTS	NAME OF IMMEDIATE SUPERVISOR
Rockville, MD	None	William Beecher

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 114, 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 a Secretary (OA) to the Director, Office of Public Affairs.

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.

NOTE: This is a Part-Time Position - Not-to-Exceed 24 hours per week.

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 specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience which demonstrates the knowledge, skills and abilities 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 encouraged to address the rating factors:

1. Demonstrated proficiency with microcomputer based word processing systems, including Wordperfect Office (Wordperfect, Appointment Calendar and 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

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(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. Demonstrated ability to work efficiently in handling multiple assignments with competing priorities, often with minimal guidance and under considerable pressure to meet tight deadlines.

(EXAMPLE: Describe specific situations that required you to balance your workload during times of competing priorities, tight schedules, and deadlines.)

3. Knowledge of proper grammar, spelling, and punctuation sufficient to prepare correspondence of an administrative nature and review outgoing material for correctness, proper format and completeness.

(EXAMPLE: Describe specific work experience, education, and training which demonstrate your knowledge of proper grammar, spelling and punctuation. 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?)

4. Demonstrated ability to provide administrative support in a variety of areas (time & attendance procedures, and travel and security).

(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.)

5. Demonstrated ability to take initiative and use sound judgement to solve administrative problems and to deal tactfully, efficiently, and professionally with all individuals at all levels.

(EXAMPLE: Describe the various levels of individuals 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.

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(9-82)

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RATING FACTORS - CONTINUED

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.