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)
Office Automation Asst (Mult)	0099004	07/31/00	O-U-F	12/31/00

SERIES	GRADE	KNOWN PROMOTION POTENTIAL TO
0326	GG-5/6	GG-6

ORGANIZATION LOCATION: NRC Headquarters

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

TYPE OF POSITION:
- [X] BARGAINING UNIT / [ ] NONBARGAINING UNIT
- [X] FULL-TIME / [ ] 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	VARIOUS

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.)*

OPEN TO ALL SOURCES; HOWEVER, INTERVIEW AND RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THIS POSITION.

Performs office automation work and provides clerical office support using word processing equipment and other automated systems. Types a variety of letters, reports, memoranda and other documents.

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 clerical and administrative duties.

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

** APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW **

1. Demonstrated proficiency with microcomputer-based word processing systems (e.g. Wordperfect, Appointment Calender, E-Mail, etc.)

(EXAMPLE: Describe specific work experience and training which demonstrates your knowledge of and ability to utilize the features of

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FOR ADDITIONAL INFORMATION CONTACT	TELEPHONE AREA CODE	NUMBER
Joyce Riner EMail: JMR Mail Stop: T2D32	301	415-7042

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

microcomputer-based word processing systems and other office automation tools. What specific applications have you used and for what purposes?)

2. Knowledge of proper grammar, spelling and punctuation sufficient to review correspondence for correctness, proper format and completeness.

(EXAMPLE: Describe specific work experience and training which demonstrates your ability to prepare and review correspondence and other documents. What type of documents do you routinely prepare?)

3. Ability to provide administrative support in a variety of areas (travel, time & attendance, records management, etc.).

(EXAMPLE: Describe your experience in establishing and maintaining office files. Describe specific instances where you have initiated and developed new office procedures to improve the efficiency of your organization. Describe specific work experience which demonstrates your ability to apply policies and practices pertaining to administrative support areas such as time & attendance and travel.)

4. Ability to work efficiently in handling multiple assignments with competing priorities, often under considerable pressure to meet deadlines.

(EXAMPLE: Describe specific situations which required you to work under stressful or adverse conditions (field assignments, competing priorities, tight schedules, deadlines, etc.)

5. Ability to deal tactfully, efficiently and professionally with all levels of personnel.

(EXAMPLE: Describe the various levels of individuals you interact with and for what purposes. Provide examples of specific assignments which required you to take a lead role in reaching an agreement or resolving problems.)

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 considered as they relate to each of the above factors to determine the level of knowledge, skill, or ability of candidates.

PLEASE SUBMIT RESUME INCLUDING SALARY HISTORY, SF-171, OR OF-612 AND STATEMENT ADDRESSING THE RATING FACTORS TO:

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NRC FORM 114A
(9-82)

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT
(Continuation)

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RATING FACTORS - CONTINUED

U.S. NUCLEAR REGULATORY COMMISSION
OFFICE OF HUMAN RESOURCES
ATTN: JOYCE RINER
MAIL STOP T-2D32
WASHINGTON, D.C. 20555

SALARY RANGE: $23,506 - $33,768

CURRENT/REINSTATEMENT-ELIGIBLE FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF AN SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50. STATUS APPLICANTS, BOTH NRC AND OTHERS, WHO WISH TO BE CONSIDERED UNDER BOTH MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETE APPLICATION PACKAGES. IF ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER THE MERIT PROMOTION ANNOUNCEMENT.

VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY. IF CLAIMING 5-POINT VETERANS' PREFERENCE, YOU MUST ATTACH A COPY OF YOUR DD-214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, OR OTHER PROOF OF ELIGIBILITY. IF CLAIMING 10-POINT VETERANS' PREFERENCE, YOU MUST ATTACH AN SF-15, APPLICATION FOR 10-POINT VETERANS' PREFERENCE, PLUS THE PROOF REQUIRED BY THAT FORM.

REASONABLE ACCOMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

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.