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 Filed" vacancies remove posting on this date)
Secretary (OA) (Multiple Pos)	0239001	10/22/01	O-U-F	09/30/02

SERIES	GRADE	KNOWN PROMOTION POTENTIAL TO
0318	GG-5/6	GG-06

ORGANIZATION LOCATION

Office of Human Resources and
Various NRC Offices

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
- [ ] PERMANENT APPOINTMENT
- [X] TEMPORARY APPOINTMENT
- [ ] INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING

NOT TO EXCEED: 13 MON

DUTY LOCATION	TRAVEL REQUIREMENTS	NAME OF IMMEDIATE SUPERVISOR
Rockville, MD	None	Dawn D. Moss

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.)*

IF YOU APPLIED UNDER VACANCY ANNOUNCEMENT NUMBER 0139007 YOU NEED NOT REAPPLY TO BE CONSIDERED.

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

Serves as a Secretary (Office Automation) in the Office of Human

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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 secretarial and typing skills sufficient to prepare correspondence, memoranda, reports, etc. quickly and accurately using a full range of specialized features of standard software packages. Must be able to coordinate and establish a variety of office management services such as correspondence control, filing systems, and scheduling of meetings and conferences. Must be able to compose, edit and proofread correspondence. At least one year of experience must have been at the

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

1. Demonstrated proficiency with microcomputer-based word processing systems (WordPerfect, Appointment Calendar, E-Mail etc.).

(Example: Describe specific work experience and training that demonstrates your knowledge of and ability to utilize the features of WordPerfect Office, and any other office automation tools. What specific applications have you used and for what purposes.)

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FOR ADDITIONAL INFORMATION CONTACT

Joyce Riner/Kathy Adam EMail: JMR Mail Stop: O 3E17A

TELEPHONE: AREA CODE 301 NUMBER 415-3749

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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DUTIES OF POSITION - CONTINUED

Resources, Secretarial Pre-Assignment Center. Types letters, memoranda, reports and other correspondence, utilizing a computer with word processing software or other automated systems. Handles sensitive documents in accordance with Privacy Act requirement and NRC security regulations. Pre-assignment Center provides training to secretaries to be assigned to offices as vacancies arise.

Upon satisfactory completion of the required on-the-job and classroom training and at least one formal evaluation, employee will be non-competitively referred to NRC offices recruiting for GG-06 secretary. Once an employee is selected for a vacancy, he/she will be non-competitively reassigned into a position in a permanent slot. Those employees who are not selected for a permanent position will have their employment terminated at the end of the 13 month appointment.

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 - CONTINUED

next lower grade level or equivalent.

RATING FACTORS - CONTINUED

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 that demonstrates your ability to prepare and review correspondence and other documents. What type of documents do you routinely prepare.)

3. Demonstrated ability to provide administrative support in a variety of areas (travel, responding to inquiries, records control, filing, 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 that demonstrates your ability to apply policies and practices pertaining to office procedures.)

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RATING FACTORS - CONTINUED

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

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

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

PLEASE SUBMIT RESUME, SF-171, OR OF-612, MOST RECENT PERFORMANCE APPRAISAL; AND STATEMENT ADDRESSING RATING FACTORS TO:

U.S. Nuclear Regulatory Commission
Office of Human Resources
ATTN: Joyce Riner Mail Stop - O3E17A
Washington, D.C. 20555

SALARY RANGE: $24,192 - $35,051

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 reinstatment eligibility. PLEASE NOTE: NRC employees do not have to submit an SF-50. Status Applicants, both NRC employees and others, who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete application packages. If only one application is received, it will be considered under the merit promotion announcement only.

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

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RATING FACTORS - CONTINUED

proof required by that form.

Veterans who are preference eligibles or who have been separated from th Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a DD-214 or other acceptable evidence as proof of veterans status.

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.