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)
Records Management Technician	0260006	10/22/01	11/15/01	

SERIES	GRADE	KNOWN PROMOTION POTENTIAL TO
0305	GG-06/07	GG-07

ORGANIZATION LOCATION

Office of the Regional Administrator
Division of Resource Management & Admin.
Information Resource Management Branch

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 NOT TO EXCEED
- [ ] INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING

DUTY LOCATION	TRAVEL REQUIREMENTS	NAME OF IMMEDIATE SUPERVISOR
Arlington, TX	Minimal	John L. Pellet

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.)*

INTERVIEW AND RELOCATION EXPENSES WILL NOT BE PAID.

Incumbent controls, organizes and maintains technical and generic correspondence and documents, as well as 50-docket reactor reports in paper and electronic form. Ensures that official files under purview are managed in accordance with NRC's policies and procedures for paper and electronic files. Provides document control, reference, research and

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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 working knowledge of processing operations that provide for the establishment, maintenance, control, protection, and disposition of records, for efficient reference service, and for retrieval of information and materials. At least one year of this experience must have been at the next lower grade level or equivalent.

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

ALL APPLICANTS ARE REQUIRED TO PROVIDE A NARRATIVE STATEMENT ADDRESSING THE RATING FACTORS LISTED BELOW.

1. Demonstrated knowledge and skills maintaining record systems in compliance with federal standards, regulations, and statutes.

2. Demonstrated knowledge and skill using Windows applications to scan

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FOR ADDITIONAL INFORMATION CONTACT

Mary Scott EMail: MYS Mail Stop: RIV

TELEPHONE: AREA CODE 817 NUMBER 860-8255

SEND APPLICATION MATERIALS TO:

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

CAREER OPPORTUNITY ANNOUNCEMENT
(Continuation)

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DUTIES OF POSITION - CONTINUED

information services for the Region IV staff. Serves as Records Liaison with responsibilities for coordinating record management matters, including Freedom of Information Act requests. Process electronic Time and Attendance and FOIA requests. Also performs backup duties as specified.
*Opened to all sources; however, interview and relocation expenses are not authorized for this position.

RATING FACTORS - CONTINUED

paper documents for conversion to electronic form.

3. Demonstrated knowledge and skill using database applications to store, retrieve, and search for electronic records.

4. General familiarity with word processing and electronic mail software in a Windows environment (especially WordPerfect and Groupwise).

5. Demonstrated written and oral communications skills.

Veterans Preference: 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. Applications for 10-Point Veterans Preference, plus the proof required by that form.

Please Note: Current/Reinstatement 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 SF-50 (Noticication of Personal Action) to verify competitive status or reinstatement eligibility. Status applicants who wish to be considered under both merit promotion and competitive procedure must submit two (2) complete application packages. When only one (1) application is received, it will be considered under the merit promotion announcement only.

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

Salary Range: $26,838 - $38,770.

Application package: All candidates are required to provide the following information. Candidates who do not submit complete packages will be eliminated from consideration.

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RATING FACTORS - CONTINUED

1. Job Application. You may use an OF-612 (Optional Application for Federal Employment), the SF-171 (Application for Federal Employment) OR a resume or some other format as long as it includes the information listed below. Failure to include this information may result in the loss of job consideration.
-Announcement Number and Job Title.
-Your full name and mailing address, along with day and evening telephone numbers.
-Your Social Security Number.
-Country of citizenship.
-Name and location of colleges/universities you attended. Major field of study. Semester/quarter hours completed and date of graduation.
-List any other qualifications or training (e.g., honors, awards, special accomplishments, publications, memberships in professional societies, etc.) you have which you feel makes you a good candidate for this position.

2. A narrative statement addressing each rating factor. These statements must provide examples of your experience, training, and accomplishments which are relevant to the position. Elaborate on your training, experience, and accomplishments highlighting the problems involved in and the objectives of your work, how you handled the problems and met work objectives, and the results of your efforts (evidence of your success) and recognition received.

Applications must be received by the CLOSING DATE.

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.