



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2010-01

Opening Date: April 26, 2010

Closing Date: May 10, 2010

Area of Consideration: Students must be currently enrolled and accepted for enrollment in the fall, seeking a degree and taking at least a half-time academic course load in an accredited 4 year college or university, graduate or professional school

Position Title, Series, And Grade Level: Office Automation Clerk
GS-0303-05

Type of Appointment: Full time temporary position not to exceed September 30, 2010

Number of Positions: One

Salary Range: \$34,075 to \$44,293 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW – Suite 900
Washington, D.C. 20036-3457

About OSHRC: The U.S. Occupational Safety and Health Review Commission is an independent, adjudicatory agency created by the Occupational Safety and Health Act of 1970. Its sole statutory mandate is to serve as an administrative court providing just and expeditious resolution of disputes involving OSHA, employers charged with violations of Federal safety and health standards, and employees and/or their representatives. For additional information, please refer to the following website: <http://www.oshrc.gov/>

Student Temporary Employment Program: The Student Temporary Employment Program provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited technical, vocational, 2 or 4 year college or university, graduate or professional school.

Major Duties: This position is located in the Office of the Chief Administration Law Judge (OCALJ). The incumbent serves as Office Automation Clerk with responsibility for providing clerical support, and assisting with keeping the work of the office flowing smoothly.

The incumbent is responsible for performing the following duties:

- 1) Receiving telephone calls and visitors to the OCALJ. Responding to inquiries of a non-technical nature, referring more technical inquiries to a supervisor or staff member;
- 2) Sorting and arranging materials (correspondence, reports, forms, regulations, etc.) and filing those materials in alphabetical, numerical, or chronological order;
- 3) Assisting with entering cases into a computerized case tracking system;
- 4) Preparing a variety of periodic and special reports utilizing data from files;
- 5) Typing from plain copy or rough draft a variety of documents using a variety of office automation software, e.g., database, spreadsheet, and word processing;
- 6) As required, compiling information, and generating cumulative, statistical, tabular, narrative and graphic reports. Following correspondence manuals and other established procedures and regulations governing format, writing style, and arrangement of documents. Proofreading and editing typed work for completeness, clarity, and corrections;
- 7) Operating duplicating equipment. Using a computer and duplicating machine to electronically scan documents;
- 8) Assembling and stapling copied materials. Organizing and creating documents for a centralized filing system. Distributing completed work; and
- 9) Assisting OCALJ staff with mailing documents, ordering supplies, and other miscellaneous clerical tasks.

Qualifications: Applicants must meet the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions. These standards are available in any Federal Personnel Office for review and on OPM's website: www.opm.gov/qualifications

Specialized Experience: Applicants must have one year of specialized experience equivalent to the GS-4 grade level in the federal service. Specialized experience is defined as experience that equipped you with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled – Knowledge of clerical practices such as opening/distributing mail, maintaining filing systems; ability to communicate orally and in writing; knowledge of grammar, spelling, punctuation, and proper format to prepare and edit documents and materials; and ability to operate a variety of electronic office automation equipment such as computers.

In lieu of the specialized experience requirements you may substitute the following education: Successful completion of 4 years of education above high school from an accredited college or university.

Education Substitution: If you are substituting education for experience, it is your responsibility to provide documentation or proof that you have met the applicable educational provisions. An official transcript; statement from the institution's registrar, dean, or other

appropriate official; or equivalent documentation (OPM Form 1170 or a list of completed college courses) is acceptable.

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills, abilities and other characteristics for this position.

How to Apply: You may send your application by e-mail or regular mail. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).

Mail to: Linda Beard, Human Resources Specialist
 U. S. Occupational Safety and Health Review Commission
 1120 20th Street, NW, 9th Floor
 Washington, DC 20036-3457
 Telephone Number: (202) 606-5393
 E-mail: oshrcvacancy@oshrc.gov

To receive consideration, you must submit all of the following:

- Optional Application for Federal Employment, OF-612, or a Resume. [Note: An electronic version of the OF-612 is available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. If you decide to submit a resume, rather than the OF-612, you must include the following information:
- Vacancy Announcement Number, and title and grade of the position for which the application is being made.
- Personal information: full name, mailing address with zip code, day and evening phone numbers, social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- Education: High school name, city and state; colleges or universities attended, city and state, majors and type and years of any degrees.
- An official college transcript.
- Work experience: Job title, duties, accomplishments, employer name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and whether or not your current supervisor may be contacted. [Please prepare a separate entry for each position held.]
- Other qualifications: job-related training courses (title and year), job-related skills, job-related certificates and licenses, job-related honors, awards, and special accomplishments.
- Information that describes your experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.

All application materials must be received by the closing date of this announcement. Failure to provide complete information will result in the applicant not receiving consideration for this position. Please do not submit additional, unsolicited materials or original documents that you may need in the future. Applications will become part of the staffing case file and will not be returned.

What to Expect Next: Once your complete application is received we will conduct an evaluation of your qualifications. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 to 90 days of the closing date of this announcement.

General Information:

- This position is in the excepted service. It is excluded from provisions of the career transition assistance program.
- Applicants must be 18 years old and at least part-time students.
- This is a full-time position and will not exceed September 30, 2010.
- All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.
- A preliminary security background check is required for this position.
- United States Citizenship is required.
- Applications will not be accepted in postage paid Government envelopes.
- Male applicants born after December 31, 1959, are required to complete a Certification Statement for Selective Service Registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

Reasonable Accommodation: The U.S. Occupational Safety and Health Review Commission provides reasonable accommodation to applicants with disabilities when appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity: The U.S. Occupational Safety and Health Review Commission is an Equal Opportunity Employer. Applications will be considered without discrimination for any non-merit reason such as: race, color, religion, sex, national origin, age, sexual orientation, disability, and in retaliation for prior involvement in Equal Employment Opportunity protected activity.