



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2007-07

Opening Date: July 26, 2007

Closing Date: August 2, 2007

Area of Consideration: Status Candidates within OSHRC Only

**Position Title, Series,
And Grade Level:** Administrative Assistant
GS-0301-12

Promotion Potential: GS-12

Salary Range: \$66,767 to \$86,801 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW
Washington, D.C. 20036-3419

Duties and Responsibilities:

This position is located in the Office of the Chief Administrative Law Judge (OCALJ) and reports directly to the Chief Judge. The OCALJ has administrative responsibilities and jurisdiction over proceedings brought under the provisions of the Occupational Safety and Health Act of 1970. The office is also responsible for overseeing the responsibilities of the regional offices located in Atlanta, GA and Denver CO.

Duties and Responsibilities include:

- 1) Overseeing the administrative programs and policy. Formulates and recommends administrative support processes to maximize the efficiency of administrative support to the Chief Judge and staff. Provides leadership in the flow of various reports, analyses, and recommendations;
- 2) Serving as an administrative advisor to the OCALJ and liaison between the national and regional offices regarding administrative management functions. Keeps the Chief Judge informed on all crucial administrative matters. Assures that administrative procedures are consistent throughout the OCALJ;

- 3) Managing a system for assigning cases for adjudication by all Administrative Law Judges (ALJs) in several Commission offices;
- 4) Researching, and investigating facts involving administrative problems or other projects. Gathers, assembles, and analyzes facts and presents oral and written reports of compiled data to the Chief Judge. Prepares and distributes orders regarding pretrial notifications, simplified proceedings, trial locations, etc. Assists the Chief Judge with conducting interviews, participates in the selection process, and trains support staff;
- 5) Utilizing the Review Commission's computerized Case Tracking System and other methods to obtain necessary case handling data. Develops appropriate tables, graphs, charts and other media to effectively communicate the results of the data analysis. Contacts the regional offices, representatives and counsel of respondents to obtain information pertaining to case files such as discovery, settlement agreements, pretrial statements, etc. and respond to pro se employee issues that require interpretation of office policies and procedures;
- 6) Working with the Chief Judge in determining hearing locations and estimates appropriate travel costs that may result from case assignments. Serves as liaison between hotel officials, ALJs, and invited guests, etc. at annual judicial conferences;
- 7) Assisting the Chief Judge with identifying developmental and training needs of support staff and providing input regarding training in order to maximize job performance; and
- 8) Overseeing the maintenance of the time and attendance records for the office.

QUALIFICATIONS

Applicants must have at least one year of specialized experience comparable in difficulty and responsibility equivalent to at least the GS-11 grade level in the Federal service that clearly equipped them with the knowledge, skills and abilities to successfully perform the duties of the position. Qualifying experience at this level is analytical ability, judgment, discretion, and knowledge of a substantial body of administrative principles, concepts, policies, and objectives. Such experience demonstrated: A thorough knowledge of administrative management concepts and practices sufficient to analyze, recommend, and implement changes in administrative policies, procedures and practices, and to foresee administrative requirements and problems before they develop; and Comprehensive knowledge of and skill in applying, analytical methods to identify problems, develop corrective actions, and follow through to problem resolution.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Applicants who meet the basic qualifications will be evaluated further based on a determination of the extent to which their experience, education, training, awards, and performance indicates they possess the knowledge, skills, and abilities described in the following (KSA's) listed below. Each written KSA response will be evaluated separately.

- 1) Ability to plan, manage, and administer a variety of complex administrative services.
- 2) Ability to review, analyze, evaluate, and develop administrative procedures in order to maintain office efficiency and effectiveness.
- 3) Skill in performing a variety of administrative office duties, including making appointments, arranging conferences and meetings, maintaining office records, and reviewing correspondence
- 4) Ability to communicate effectively, both orally and in writing.
- 5) Ability to use computerized databases for tracking purposes.

APPLICATION REQUIREMENTS

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

- Optional Application for Federal Employment, OF-612, or a Resume. [Note: Electronic versions of OF-612 re 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 (if degree not attained, total credit earned in semester or quarter hours, as applicable).
- 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, special accomplishments and a copy of your latest performance appraisal.

HOW TO APPLY

- You may send your application by mail or deliver it by hand. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).
- If you send your application by mail, it must be received by close of business on June 25, 2007.
- If you send your application by U.S. mail or other mail service, send it to:

Linda M. Beard, Human Resources Specialist
U. S. Occupational Safety and Health Review Commission
1120 20th Street, NW, 9th Floor
Washington, DC 20036-3457

- We will not accept late or incomplete applications.

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN)

If you are an eligible Career Transition Assistance Program (CTAP) applicant, you may apply for special selection rights over other applicants for this position. Individuals who have special priority selection rights under the CTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation.

REASONABLE ACCOMMODATION

The 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, political affiliation, marital status, physical handicap, age, and membership or non-membership in an employee organization.