



# VACANCY ANNOUNCEMENT

## U.S. Occupational Safety and Health Review Commission Announcement No: OS-2010-04

Opening Date: August 24, 2010

Closing Date: September 7, 2010

Area of Consideration: All Sources - Nationwide

Position Title, Series,  
And Grade Level: Support Services Assistant  
GS-0303-06

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$37,983 to \$49,375 Annually

Duty Station: One Lafayette Centre  
1120 20th Street, NW – 9<sup>th</sup> Floor  
Washington, D.C. 20036-3457

### **Major Duties:**

This position serves as Support Services Assistant for the Office of the Executive Director. The incumbent provides a variety of office services required in the day-to-day administrative operations of the Review Commission, and is primarily responsible for receiving telephone calls and visitors to the main receptionist desk.

Duties and responsibilities include the following:

- 1) Front desk: Receives telephone calls and visitors to the Review Commission's reception desk.
- 2) Reproduction services: Coordinates printing services and duplication of departmental letterhead, booklets, postcards, and business cards.
- 3) Parking: Maintains list of employees who occupy a parking space. Examines monthly invoices to verify accuracy (i.e., employee name, number of spaces, date, and price).
- 4) Inventory: Maintains the Agency supply room, assures adequate stock of supplies are on hand. Purchases supplies from GSA self-service stores or through other established sources of supply.

- 5) Shipping and parcel service: Trains staff on usage of the postage metering machine, picks up, delivers, and/or processes interdepartmental and U.S. mail, parcels, and reprographic materials.
- 6) Office security: Manages the Review Commission's access card program, which includes serving as primary point of contact for issuing suite access and elevator cards.
- 7) Property and building maintenance: Coordinates maintenance for the heating, ventilation and air conditioning (HVAC) units as requested. Schedules routine maintenance and service calls for essential agency equipment (i.e., photocopy and facsimile machines, postage meter, and date/time stamps).
- 8) Facilities: Handles routine requests from management and staff regarding the upkeep of the facility. Picks-up and redistributes surplus property. Records and prepares documents for ordering, receiving and disposing of equipment and furniture inventory through the General Services Administration.
- 9) Finance office support: Assists with processing and reconciling service invoices to determine correctness for payment. Works with vendors to resolve invoice discrepancies as needed.
- 10) Procurement support: Obtains quotes for services, which include printing and duplication orders. Prepares requisitions and purchase orders once they have been approved by the Review Commission's Contracting Officer.
- 11) Performs related duties, as assigned or directed by the Deputy Executive Director, the Executive Director, or assigned senior-level staff.

**Qualification Requirements:** Applicants must meet the minimum qualification requirements as contained in the Office of Personnel Management's Qualification Operating Manual. These are available on line at [www.opm.gov](http://www.opm.gov). The manual states that one year of specialized experience equivalent to the next lower grade is required. Specialized experience at this level may include duties such as receiving visitors and telephone calls; establishing and maintaining a variety of files; receiving all incoming and outgoing mail for the office; ordering office supplies; processing and reconciling invoices; obtaining quotes for services, and similar administrative duties.

**Required Knowledge, Skills, and Abilities:**

1. Ability to communicate orally in an effective manner.
2. Ability to organize and prioritize work.
3. Knowledge of administrative support procedures (e.g., customer service, ordering supplies and inventory, reproduction services, facilities services, invoice processing, mail processing, obtaining quotes for services, etc.).
4. Ability to type documents using a variety of word processing software.

**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 mail, deliver it by hand, or e-mail it to [oshrcvacancy@oshrc.gov](mailto:oshrcvacancy@oshrc.gov). 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, 9<sup>th</sup> Floor  
Washington, DC 20036-3457  
Telephone Number: (202) 606-5393

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

- Optional Application for Federal Employment, OF-612, or a Resume. Your application 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, and special accomplishments.
- A copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.
- Proof of Veterans Preference, if claimed. Submit a copy of your DD-214 if you are claiming 5-point preference or if you are claiming 10 point preference and SF-15 with supporting documentation.

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.

If you are a current status candidate and would like to be considered under competitive procedures, you must submit **two** applications, indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If you do not submit an application for both merit promotion and competitive procedures you will be considered only under merit staffing promotion procedures.

**What to Expect Next:** Once your application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manger for further consideration and possible interview. We expect to make a

selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

**General Information:**

- Relocation expenses will not be paid.
- 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.
- This link provides an overview of the benefits currently offered to Federal employees: <http://www.usajobs.gov/ei/benefits.asp>

If you are a male born after December 31, 1959, you must be registered under the Military Selective Service Act. If you are not registered, you are not eligible for appointment.

**Veterans Preference:** If claiming Veteran's Preference - Proof of Military Discharge (DD-214), and current verification of service-connected disability (if applicable). Note that recent change in legislation has expanded the eligibility for veteran's preference. To insure consideration, be sure to provide DD-214s to document all active duty time periods. To claim preference as a result of a service-connected disability, please provide a Standard Form 15 (Application for 10-Point Veteran Preference) and the documentation specified on the back of the form. You MUST provide documentation dated within the past 12 months which verifies the current status of your "service-connected disability" or other entitlement to the 10-point preference. If such up-to-date documentation is not provided, the 10-point preference cannot be given. The SF-15 can be found on the internet at [www.opm.forms.html](http://www.opm.forms.html)

**IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN – CTAP and Interagency Career Transition Assistance Program (ICTAP):** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection rights over other applicants for this position. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) 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/ICTAP 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; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Department of Defense or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Applicants applying under the Veterans Employment Opportunities Act (VEOA) will only be referred if determined to be among the group of best qualified candidates under merit promotion procedures.

**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, age, sexual orientation, disability, and in retaliation for prior involvement in Equal Employment Opportunity protected activity.