

SECRETARY (OFFICE AUTOMATION)

Social Security Number

Enter the last four digits of your social security number

Vacancy Identification Number

See Vacancy Announcement - "How to Apply"

1. Title of Job

Secretary (Office Automation)

2. Biographic Data

Complete fields A through J

3. E-Mail Address

List Email if you answer Yes.

4. Work Information

Leave Blank

5. Employment Availability

Leave blank, this position is only available as full-time.

6. Citizenship

Are you a citizen of the United States?

7. Background Information

Leave Blank

8. Other Information

Leave Blank

9. Languages

Leave Blank

10. Lowest Grade

07

11. Miscellaneous Information

Leave Blank

12. Special Knowledge

Leave Blank

13. Test Location

Leave Blank

14. Veteran Preference Claim

Indicate your Veteran's Preference claim.

15. Dates of Active Duty - Military Service

Skip if you do not have any active duty.

16. Availability Date

Enter the earliest date you are prepared to begin work, if selected.

17. Service Computation Date

Leave Blank

18. Other Date Information

Leave Blank

19. Job Preference

Leave Blank

20. Occupational Specialities

Enter 0318 (Secretary (OA))

21. Geographic Availability

Enter 0675 (Washington DC Metro Area, DC)

22. Transition Assistance plan

If you are requesting consideration please complete, otherwise leave blank.

23. Job related Experience

Enter relevant work experience in years and months.

24. Personal Background Information

Leave Blank

25. Occupational/Assessment Questions

Darken the oval corresponding to the statement in Section 25 of the OPM Form 1203-FX questions 1-10. Please select only one letter for each question. Your qualifications must be supported in your resume.

1. This position requires the ability to type 40 words per minute. Can you type 40 words per minute?

A. Yes

B. No

2. From the descriptions below, select the one which best describes your experience and meets the Minimum Qualification requirements for the Secretary, GS-318-07.

A. I have at least one year specialized experience equivalent to the GS-6 level in the Federal service, reading all incoming correspondence and preparing answers before referring to supervisor; screening all calls and visitors referring to appropriate staff member; establishing a files or records system; preparing and maintaining time and attendance; preparing travel arrangements; making

air fare, hotel and/or rental reservations for supervisor and/or meeting attendees; preparing travel authorizations and coordinating with the Travel Section/Unit; organizing and attending conferences and taking notes; interpreting information, that affects the office, to summarize and disseminate; typing legal documents to include subpoenas, motions, and affidavits; and/or using a specialized data base to locate and summarize information for reports and presentation materials.

B. I do not meet any of the requirements described above.

Please indicate your knowledge, skills, and abilities in performing the tasks listed below that best describe your level of experience. Darken the oval corresponding to the statement in Section 25 (questions) of the Qualifications and Availability Form C. Please select only one letter for each item. The work must be supported in your resume.

3. Knowledge of punctuation, grammar, and spelling.

A. Has established office procedures on correct document format for other staff to follow. Has experience reviewing other staff's work for appropriate grammar, spelling and format errors.

B. Has reviewed the work of higher grade employees or peers for grammatical, spelling, and punctuation accuracy; proofread formal documents (e.g., Congressional correspondence, legal documents, formal papers, etc.); and/or composed materials to be read by others (reports, summaries, briefing material, etc).

C. Has made grammatical, spelling, and punctuation corrections of lower level clericals' work in relation to the preparation of final documents (e.g., regular correspondence, internal and external memoranda, reports, etc.).

D. Experience, education, or training less than the levels described above.

E. None of the Above.

4. Skill in the use of a variety of office automation software.

A. Produces extremely detailed documents, with extremely rigid formatting requirements, accurately and quickly. Produces tables of authorities and similarly detailed formal elements, independently, quickly, and accurately.

B. Has used the advanced function of several types of office automation software, such as importation of graphics or special symbols, creation of special columnar formats or charts, and merging, to perform such functions as the production of a variety of reports or charts, tracking of suspense actions, creation of a specialized database, or preparation of presentation materials.

C. Has used the basic functions of two or more types of office automation software, such as basic word processing, a basic database program, and/or limited e-Mail, OR has used the most advanced functions of current word processing programs such as the use of macros, document merging, etc.

D. Has used the basic functions of a single micro-computer application, e.g., entered data into a database program and retrieved standard reports; or has taken a basic word processing training course, e.g. data entry.

E. None of the Above.

5. Skill in making travel arrangements and organizing itineraries.

A. Has experience making travel arrangements for national and international travel for a group of travelers on numerous occasions; and preparing all related documentation, including authorizations and vouchers.

B. Has experience making travel arrangements for supervisors or co-workers on numerous occasions which included reservations for air fare, hotel reservations, car rental or other modes of travel once destination is reached.

C. Has experience making travel arrangements such as air fare and/or hotel reservations with the aid of detailed information.

D. Experience, education, or training less than the levels described above.

E. None of the Above.

6. Ability to perform receptionist duties (such as answering multi-line phones, receiving and directing visitors and callers and directing conference attendees to the appropriate location).

A. Has experience handling complex inquiries, responding on behalf of staff members. Provides written letters of response to routine request. May have had responsibility for organizing a conference or meeting attended by high level personnel.

B. Has extensive experience in handling office phones and visitors, handling a multitude of responsibilities at the same time. Has appropriately handled routine requests by providing information or referring complex requests to the appropriate personnel for response.

C. Has experience handling a number of incoming phone lines, taking messages and transferring callers to appropriate personnel. Has directed visitors to specific locations as routinely required. Refers callers/visitors with complaints to higher level clerical/secretarial personnel.

D. Experience, education, or training less than the levels described above.

E. None of the Above.

7. Ability to Communicate Orally.

A. Has experience communicating with upper management, e.g., Senior Executive Service, president or vice president of a company. Interviews potential hires for vacant positions within the office. Counsels and/or advises employees on various issues concerning the office. Serves as the liaison for

procedural matters. Information is expressed in a clear, logical, and concise sequence.

B. Has experience expressing thoughts, ideas, or opinions in a logical sequence, such as experience instructing others on the procedural requirements of a job, acts as the back up liaison for the purpose of conveying information, interfacing with outside organizations, referring visitors and callers to appropriate staff members, or providing information and advice on established procedures.

C. Has served as a point of contact for other clerical personnel on procedural matters, e.g., providing advice on routine and established matters of policy and precedence or training new personnel on telephone techniques, correspondence, procedures, etc.

D. Has experience as a receptionist or answering the telephone and orally relaying messages, and/or greeting visitors, requiring contact with internal agency personnel.

E. None of the Above.

8. Ability to prepare and maintain time and attendance.

A. Has experience having responsibility for establishing and maintaining time and attendance records for numerous employees. Has experience researching time-keeping records and preparing routine and non-routine reports on such items as salary costs, hours worked, full time equivalencies, or other similar items. Provides guidance and/or other training to other time-keepers in the organization.

B. Has experience preparing time and attendance records for an office with several employees. Runs routine reports; and troubleshoots or corrects time-keeping errors or discrepancies with little or no assistance.

C. Has experience preparing time and attendance records and auditing time sheets for ten (10) or less employees.

D. Experience, education, or training less than the levels described above.

E. None of the Above.

9. Ability to communicate in Writing.

A. Has experience to independently compose original, complex, legal or technical documents incorporating factual issues and case law.

B. Has experience composing, with instructions as to content, documents of a technical and non-technical nature, including legal memoranda and letters.

C. Has experience composing letters or memoranda of a nontechnical nature with only instructions as to the general subject matter. Written material is

limited and includes internal correspondence and cover letters.

D. Experience, education, or training less than the levels described above.

E. None of the Above.

10. Ability to follow administrative procedures.

A. Candidate handles complex inquiries, responding on behalf of staff members. Provides written letters of response to routine request. May have had responsibility for organizing a conference or meeting attended by high level personnel. Has established and maintained a control system of document and record keeping in order to track multiple tasks and assignments for self and others.

B. Candidate's application indicates extensive experience in handling office phones and visitors, handling a multitude of responsibilities at the same time. Candidate appropriately handles routine requests by providing information or referring candidate to the appropriate personnel for response. Has maintained established filing and/or records systems of information for a multi person office.

C. Candidate is experienced in handling a number of incoming phone lines, taking messages and transferring callers to appropriate personnel. Has directed visitors to specific locations as routinely required. Refers callers/visitors with complaints to higher level clerical/secretarial personnel. Has experience filing documents and records in an established system, and documents prepared and distributed in the office.

D. Has experienced answering and directing calls to appropriate personnel and greeting visitors in a professional office setting. Has prepared status reports, requests for information from inside and outside of the agency, and records acknowledgment of receipt of office mail.

E. None of the above.