

SECRETARY (OFFICE AUTOMATION)

Social Security Number

Enter your social security number

Vacancy Identification Number

ATR1111M

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

08

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 Specialties

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 1-2). Please select only one letter for each questions. 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-318-08.

A. I have at least one year specialized experience equivalent to the GS-7 level in the Federal service, using mission critical databases and statistical analyses; serving as office coordinator or manager; using complex databases; screening correspondence for supervisor's signature; procuring, authorizing, controlling, and justifying office supply purchases; managing time and attendance records; overseeing detail travel arrangements; maintaining exclusive control over supervisor's calendar; writing administrative standard operating procedures; conducting periodic secretarial and clerical training; and devising and implementing office procedures.

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 3-14) of the Qualifications and Availability Form C. Please select only one letter for each item. The work must be supported in your resume.

A. I am considered an expert in performing this task. I have supervised the performance of the work or am consulted by other workers to assist them in doing this task because of my expertise.

B. I have performed this task as a regular part of a job. I independently perform the work and normally with little or no review by a supervisor or senior employee.

C. I have performed this task on the job. My work was reviewed by a supervisor or senior employee to ensure compliance with proper procedures.

D. I have education or training in performing the task, but have not performed on the job.

E. I have no education, training or experience in performing this task.

3. Has experience using and maintaining an automated Criminal Practice Management System or an equivalent and preparing reports of legal activities.

4. Has experience using a variety software packages that include word processing and spreadsheets to produce different types of documents in a legal environment.

5. Has experience using the advanced functions of several types of office automation software, such as: importation of graphics or special symbols, creation of special columnar formats or charts, merging, to perform such functions as the production of a variety of reports, tracking of suspense actions, production of charts, creation of a specialized data base, or preparation of presentation materials from a project management software program, etc.

6. Has experience identifying and extracting data from reports which are available to the office and/or from other internal sources of information.

7. Has experience planning, coordinating, and establishing work tracking systems to monitor action items and project deadlines.

8. Has experience maintaining supervisor's calendar, scheduling appointments, and briefing supervisor on matters to be considered before the scheduled meeting.

9. Has experience serving in a liaison role in which contact was made with organization personnel, as well as individuals in the public and private sectors. Experience which demonstrates the ability to convey concepts logically and accurately, using tact and diplomacy.

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

11. Has experience reviewing outgoing correspondence for clarity, consistency, completeness, and compliance to organizational policy.

12. Has experience making travel arrangements and preparing all related documentation, including authorizations and vouchers.

13. Has experience preparing and managing time and attendance and auditing time sheets.

14. Has experience searching, assembling, and summarizing information from legal files and documents in anticipation of the supervisor's needs.