

## **Program Specialist, GS-0318-9**

### **Social Security Number (SSN)**

Please enter on each page submitted. You may provide only the last 4 digits of your SSN.

### **Vacancy Identification Number**

ATR1122D

#### **1. Title of Job**

Program Specialist

#### **2. Biographic Data**

Please 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 is only a full-time position.

#### **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**

09

#### **11. Miscellaneous Information**

Leave Blank

#### **12. Special Knowledge**

Leave Blank

#### **13. Test Location**

Leave Blank

#### **14. Veterans' Preference Claim**

Please indicate your Veterans' 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 001 (for Program Specialist)

**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 (Questions 1-6)**

**Darken the oval corresponding to the statement in Section 25 of the Qualifications and Availability Form C, OPM Form 1203-FX. Please select only one letter for each item. Your qualifications must be supported in your resume. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.**

**1. Choose the one answer that best describes your experience, education or combination of education and experience as related to the basic qualification requirements for this position. Before answering this question, see the qualifications section on this announcement.**

A. I have at least one year specialized experience equivalent to the GS-7 level in the Federal service that has equipped me with the particular knowledge, skills, and abilities to successfully perform the duties of the position as described in the vacancy announcement.

- B. I have two (2) years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.
- C. I do not meet any of the requirements described above.

## **2. Ability to conduct factual or legal research.**

A. Has independently conducted legal research of various laws, case regulations, and agency policies to provide factual and legal data in support or preparation of speeches, presentations, legal opinions, and various documents.

B. Has performed legal research with minimal instruction using a variety of resources, which must have included computer databases. On own initiative, researches areas of potential concern to the organization.

C. Has performed legal research in support of an investigation or case using various types of resources such as attorney files, library reference files, corporate records, private and governmental studies, and/or computer databases (at least 3 different varieties of resources must have been researched to credit this level). Reviewed legal documents and researched citations, footnotes and textual references for accuracy.

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

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

## **3. Ability to apply automated technology to carry out programs and operations.**

A. Has developed changes to intranet and internet, data systems and other such technical products. Published pages on the Web sites. Advised content developers of Web page requirements.

B. Has applied established technology to common program administration functions.

C. Has used standard technology to carry out routine administrative functions.

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

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

## **4. Ability to communicate effectively other than in writing.**

A. Has served in a liaison role and maintained an effective working relationship with employees, staff, and management officials within the organization/agency and in the public and private sector. Conveyed concepts logically and accurately, using tact and diplomacy.

B. Has obtained and exchanged information with co-workers and supervisors, answered factual questions, and explained well-established policies, procedures, regulatory requirements, and/or standards to individuals outside the organization.

C. Has conducted oral communication with others in a job or other community settings such as conducted routine communications with supervisors concerning a job, requested or provided factual information, or received instructions regarding responsibilities on the job or in a service or community.

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

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

#### **5. Ability to plan and organize work.**

A. Has provided training to others in the use of various reporting systems. Applied judgment in ways to accomplish tasks, identified steps to be taken. Run reports to review the progress of training. Reviews the work of less experienced staff.

B. Has planned and organized work, prioritized assignments, and met critical deadlines in varied and unusual work conditions or environments.

C. Has worked in an organizational setting where smooth workflow had to be ensured in spite of constantly changing priorities and deadlines and involved setting priorities, meeting deadlines, working on own initiative, and accommodating requests and added assignments from team workers.

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

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

#### **6. Ability to communicate in writing**

A. Drafted or revised standard operating procedures for use by subordinates and/or other office staff members on a variety of administrative topics/procedures and processes.

B. Applied grammar, writing, style, and editing guidelines and practices in producing written products containing technical, yet factual information.

C. Following established procedures, completed sections of written assignments on projects of substantial scope, demonstrating knowledge of grammar, spelling and usage practices. May have contributed a section to a company manual. May have written an article for a company's newsletter or website explaining a new office policy or procedure.

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

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