
VACANCY ANNOUNCEMENT

Defense Nuclear Facilities Safety Board

Delegated Examining Vacancy Announcement Number: #08-001

Opening Date: January 17, 2008
Closing Date: March 7, 2008

Position Title: LEAD EXECUTIVE SECRETARY
Pay Plan, Series, Grade: GS-318-11
Promotion Potential: GS-12
Position Information: 1 vacancy; career/career-conditional position; full-time work schedule

Salary Range: \$58,206 - \$75,669 (includes 20.89% locality-based adjustment for the Washington-Baltimore area)

WHO CAN APPLY

This announcement is open to all U.S. citizens and ICTAP eligibles.

ORGANIZATION AND PLACE OF WORK

The position is located in the Office of the General Manager at the Defense Nuclear Facilities Safety Board (DNFSB). The incumbent is responsible for providing secretarial and administrative support in the Office of the Chairman, which encompasses five presidentially-appointed Board Members and other secretarial support staff.

The DNFSB is a small independent executive branch agency; it is not part of the Department of Defense.

SUMMARY OF DUTIES

The incumbent serves as lead secretary and office manager in the Office of the Chairman, providing administrative and secretarial support to the Board Members. Major duties include: coordinating work of secretarial support staff; developing and implementing office procedures/guidelines; preparing correspondence, reports, and other complex documents; coordinating travel arrangements and preparing travel authorizations/vouchers; arranging meetings, conferences and presentations; screening and directing visitors and phone calls; scheduling appointments and maintaining Board Members' calendars; maintaining confidential records; reviewing and proofreading correspondence and other documents for grammar, format, spelling and punctuation.

MINIMUM QUALIFICATION REQUIREMENTS

1. You must have 1 year of specialized experience equivalent in difficulty and complexity at the next lower grade level. *Specialized experience* is defined as experience in or directly related to the line of work of the position that has equipped you with the knowledge, skills, and abilities required to successfully perform in the position. At the GS-10 level, *specialized experience* includes: providing secretarial/administrative support in an office environment; working closely with high level management within and outside the Federal Government;

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reviewing, editing, and tracking incoming and outgoing correspondence; researching, gathering, and organizing background materials for reports and presentations; arranging meetings and conferences; preparing documents in final format for signature; controlling/maintaining multiple executive calendar and schedules; coordinating travel arrangements for multiple individuals.

2. You must be able to type at least 40 words per minute. You must self-certify your typing speed with a statement on your resume/application.

QUALITY RANKING FACTORS

Candidates who meet the *Minimum Qualification Requirements* will be evaluated against the following Quality Ranking Factors to determine the best qualified.

1. **Skill in simultaneously handling diverse priorities and successfully adjusting to new and changing issues and situations.** *(Describe your experience handling and prioritizing multiple administrative tasks, e.g., maintaining several calendars, scheduling appointments/meetings, making travel arrangements, setting up conferences, preparing and proofreading reports and correspondence, etc. Include examples describing how you performed these tasks in high pressure situations or in situations in which you were confronted with new requirements and/or changing priorities. Include relevant training and education.)*
2. **Experience overseeing and assigning work, setting priorities, and providing advice, instructions, and/or training to others.** *(Give examples of your experience coordinating, prioritizing, and/or monitoring the work of others, including the type of work /tasks assigned and the number of people whose work you were responsible for overseeing. Include relevant training and education.)*
3. **Ability to communicate effectively both orally and in writing.** *(Provide examples of how you effectively interact with and communicate clear, organized facts, ideas and information to others; include relevant training and education.)*
4. **Skill using Microsoft software applications (e.g., Word, Excel, Access, PowerPoint) to locate, organize and present information.** *(Give examples of your experience using Microsoft applications; indicate the software application used and the type of work product(s) prepared. Include relevant training and education.)*

HOW YOU WILL BE EVALUATED

Applicants will be evaluated based on their relevant experience (public, private, paid, voluntary), education, training and awards as it relates to the position. All candidates who meet the Minimum Qualification Requirements will be evaluated by a panel of subject matter experts.

HOW TO APPLY FOR THIS JOB

Candidates must submit a resume, OF-612 (Optional Application for Federal Employment), SF-171, or other appropriate written format. Regardless of the format chosen, your resume or application must contain the information described in **WHAT YOUR RESUME OR APPLICATION MUST CONTAIN** (see below). In addition to the resume/OF-612, your application must include the following:

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1. On separate sheets of paper, narrative responses to each of the Quality Ranking Factors.
2. **Current and Career Conditional Employees:** If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, to be considered under the merit staffing process, you must submit your most recent performance appraisal and a Notification of Personnel Action (SF-50) that reflects career or career-conditional tenure in the competitive service. If you do not submit the performance appraisal and SF-50, you will be considered under competitive procedures.

If you want to be considered under both merit staffing and competitive procedures, you must submit a separate application for each.

FAILURE TO PROVIDE ALL OF THE INFORMATION REQUESTED MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

All materials submitted with your application become the property of the U.S. Government and will not be returned.

WHAT YOUR RESUME OR APPLICATION MUST CONTAIN

JOB INFORMATION

- Vacancy announcement number, title and grade of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address (ZIP Code) and day/evening phone numbers (including area code)
- Social Security Number
- Country of citizenship (United States citizenship is mandatory)
- Veterans' preference eligibility (see below)
- Reinstatement eligibility (attach SF-50 as proof of your career or career-conditional status)
- Highest Federal civilian grade held (also give job series and dates held)

EDUCATION

- High School—Name, City and State (ZIP Code, if known); date of diploma or GED
- Colleges and Universities—Name(s), City and State (ZIP Code, if known); Major(s); type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying. (Do not send job descriptions):

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number; indicate if we may contact your current supervisor
- Starting and ending dates (month/year)

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OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related certificates and licenses (current only)
- Job-related skills (i.e., other languages, computer software/hardware, typing speed)
- Job-related honors, awards, special accomplishments

FILING YOUR APPLICATION

Mailed application materials must be postmarked by March 7, 2008, the closing date of the vacancy announcement. Applications received with postmarks after March 7, 2008, will not be considered. E-mailed and personally submitted application materials must be received by the closing date. ***FAXED APPLICATIONS WILL NOT BE ACCEPTED.***

WHERE TO SUBMIT YOUR APPLICATION

1. Mail or personally submit your completed application to:

Defense Nuclear Facilities Safety Board
Division of Human Resources
ATTN: Deborah Bisciegli
625 Indiana Avenue, NW, Suite 700
Washington, DC 20004

OR

2. E-mail your completed application (and other required documents) to: jobs@dnfsb.gov.

For questions about this vacancy, contact:

Deborah Bisciegli
Phone: 202-694-7041
E-mail: debbieb@dnfsb.gov

OTHER INFORMATION

ICTAP Eligibles. If you are an Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection priority over other candidates for this position. In order to receive this special consideration, you must submit the following with your application: (1) your most recent performance appraisal (at least Fully Successful or equivalent); (2) a copy of your most recent SF-50, Notification of Personnel Action, noting the position, grade level, and duty location; and (3) proof of eligibility. Proof of eligibility may include a certificate of expected separation, a reduction-in-force notice, or other documentation that establishes your eligibility, as provided in 5 CFR 330.704.

To receive consideration for special priority selection, you must meet the well-qualified standards for the position. Well-qualified candidates must meet minimum qualifications, including selective factors, education, and experience requirements, and must score at least 85 (prior to veterans' preference being applied) on their application based on job-related rating criteria developed for the position. Additional information on ICTAP may be found at <http://www.opm.gov/ctap/index.asp>.

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Veterans' Preference. If you are claiming veterans' preference under competitive procedures or you are applying for noncompetitive consideration under the VRA or disabled veterans' appointment programs, submit a copy of your military discharge certificate (DD 214) or other proof of eligibility. To be acceptable, the document must show Character of Service. If you are claiming 10-point veterans' preference, you must also submit an Application for 10-Point Preference (SF-15) and the specific documentation required on the reverse of the SF-15. You will be granted preference as appropriate based on the documents we receive. Additional information on veterans' preference can be found in the VetGuide at <http://www.opm.gov/veterans/html/vetguide.asp>.

Non-Competitive Appointment. You can apply for non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as authorized for persons who are severely disabled, certain veterans, and returned volunteers from the Peace Corps or VISTA, etc. Indicate the type of special appointment you are seeking on your application and follow all other instructions for applying shown in this announcement.

Relocation expenses will not be paid.

Clearance. The selectee will occupy a Critical Sensitive position requiring a background investigation leading to the granting of a Top Secret security clearance. Applicants are required to obtain and maintain a Top Secret security clearance.

Prior to appointment, applicants are required to undergo screening for illegal drug use. After employment, individuals are subject to random drug testing.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law, as a condition of employment.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation.

DNFSB provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

The DNFSB is an Equal Employment Opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

For information about the DNFSB, visit our web site at www.dnfsb.gov.