
VACANCY ANNOUNCEMENT

Defense Nuclear Facilities Safety Board

Vacancy Announcement Number: #08-007

Opening Date: June 17, 2008

Closing Date: July 18, 2008

Position Title: EXECUTIVE SECRETARY

Pay Plan, Series, Grade: GS-318-10/11

Promotion Potential: GS-11

Position Information: 1 vacancy; career/career-conditional position; full-time work schedule

Salary Range: \$52,979 - \$75,669 (includes 20.89% locality-based adjustment for the Washington-Baltimore area)

WHO CAN APPLY

Applications will be accepted from current Federal employees under career and career conditional appointments; former Federal employees with reinstatement eligibility; ICTAP eligibles in the local commuting area; and Veterans' Recruitment Appointment (VRA) and Veteran Employment Opportunities Act (VEOA) 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. The DNFSB is a small independent executive branch agency; it is not part of the Department of Defense.

SUMMARY OF DUTIES

The incumbent provides a variety of secretarial, clerical and administrative support in the Office of the Chairman. Major duties include, but are not limited to: screening and directing visitors and phone calls; preparing correspondence, reports, and other technical documents; coordinating travel arrangements; preparing travel authorizations/vouchers; coordinating arrangements for meetings, conferences and presentations; maintaining and updating confidential records and files; document tracking; reviewing and proofreading correspondence and other documents for grammar, format, spelling and punctuation; scheduling appointments and maintaining Board Members' calendars.

MINIMUM QUALIFICATION REQUIREMENTS

1. You must have 1 year of specialized experience equivalent to the next lower grade level in the Federal service. *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.

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For those applying at the GS-10 level, you must have at least 1 year of specialized experience at the GS-9 level. At this level, specialized experience includes: greeting visitors, screening and directing phone calls; scheduling appointments; maintaining individual and office calendars; editing and proofreading documents; making travel arrangements; performing timekeeping duties; organizing and maintaining files.

For those applying at the GS-11 level, in addition to the work described above for those applying at the GS-10 level, specialized experience includes: performing administrative work for more than one individual; developing and/or improving office/administrative procedures; acting as an office manager; setting up filing systems and/or databases.

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.
3. Time-in-grade requirements must be met by the closing date of the vacancy announcement.

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. **Ability to multi-task to provide a wide range of secretarial, clerical, and/or administrative support functions.** *(Describe your experience planning, prioritizing and accomplishing multiple administrative tasks. Include experience where workload and office needs required you to manage several administrative tasks at the same time to adjust to changing priorities. Include relevant training and education.)*
2. **Ability to communicate effectively both orally and in writing.**

Oral Communication: Give examples of the types of people with whom you verbally interact, how and when you interact with them, and the type of information you relate. Include relevant training and education.

Written Communication: Give examples of the types of written documents you prepared and/or created. In addition, describe your ability to apply correct grammar, spelling, punctuation, and proofreading techniques. Include relevant training and education.
3. **Skill using Microsoft software applications (e.g., Word, Excel, Access, PowerPoint) to locate, organize, and present information.** *(Give examples of your experience using Microsoft software applications; indicate the application used and the type(s) of work products prepared. Include relevant training and education.)*
4. **Ability to work as a member of a team in an administrative setting.** *(Describe your experience working in a team environment to plan and coordinate work, resolve problems, and/or review and improve office procedures.)*

HOW YOU WILL BE EVALUATED

Applicants will be evaluated based on their relevant experience (public, private, paid, and 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.

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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, your application must include:

1. On separate sheets of paper, narrative responses to each of the Quality Ranking Factors;
2. Your most recent performance appraisal; and
3. A Notification of Personnel Action (SF-50) that reflects career or career-conditional tenure in the competitive service.

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 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 July 18, 2008, the closing date of the vacancy announcement. Applications received with postmarks after July 18, 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

VRA and VEOA Eligibles. If you are claiming eligibility for VRA or VEOA, provide basic eligibility information in your cover letter. You will be contacted to request submission of the DD 214 and, if disabled, an SF-15 with letter from the Department of Veterans Affairs.

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.

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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>.

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.

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.

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.