

Vacancy Announcement

DEPARTMENT OF VETERANS AFFAIRS OFFICE OF THE INSPECTOR GENERAL

Vacancy Announcement Number: OIG-05-MD-02

Opening Date: 10/12/2004

Closing Date: 10/18/2004

Position: Administrative Specialist
GS-0301-05

Salary: \$27,597 - \$35,881 per year

Promotion Potential: GS-09

Duty Location: 1 vacancy in WASHINGTON, DC

Office of Inspector General (OIG), Assistant Inspector General for Management and Administration, Finance and Administrative Support Division.

Relocation expenses are not authorized.

WHO MAY APPLY:

Open to current Department of Veterans Affairs, Office of Inspector General employees in the local commuting area.

MAJOR DUTIES:

The incumbent is an Administrative Specialist and coordinates the government credit cards for the OIG, which includes processing applications and monitoring employee accounts for delinquencies and misuse. Incumbent is responsible for basic procurement, including requesting a minimum of three bids for each acquisition, performing cost-benefit analysis for each bid, and making a recommendation for the awardee. Assists in review and preparation of travel allocations for the operating elements in headquarters and regional offices, recommends the level of funding each office should receive quarterly based on the apportioned funding levels, and makes adjustments to travel allocations during each quarter as approved. Establishes and maintains a detailed automated accounting reporting system for all Office of Inspector General travel estimates, obligations, expenditures, and fund balances; examines employee travel vouchers, analyzes the issues in the travel cases, and selects and applies techniques to identify and resolve procedural problems affecting efficiency and effectiveness to ensure compliance with regulations; maintains a file for each employee who travels for the Office of Inspector General; and establishes travel obligations on a quarterly basis with Veterans Affairs (VA) Central Office Finance and makes adjustments when necessary. Incumbent reconciles OIG travel expenditures with VA Central office accounting reports and automated financial management systems; prepares special travel orders, assorted forms, and correspondence and reports. Utilizes personal computers and automated databases to produce word processing,

spreadsheets, graphics, and other software to prepare a variety of documents and reports, and to maintain automated databases.

QUALIFICATIONS REQUIRED:

Applicants must have at least one year of specialized experience performing duties as described above equivalent to at least the GS-4 level for the GS-5. This specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position as an Administrative Specialist. Experience is typically in or related to the work of the position described as an Administrative Specialist.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs may negatively affect your eligibility and/or rating for this position.

1. Knowledge of Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR) to carry out duties and responsibilities associated with agency travel operations and activities.
2. Knowledge of the Federal Acquisition Regulations (FAR) to request and analyze bids, make recommendations, and provide guidance to employees.
3. Knowledge of analysis and evaluation techniques, and management and administrative practices and procedures to conduct studies of credit card and travel processes to identify, analyze and complete work, and recommend solutions to problems in administrative procedures and work processes.
4. Skill in oral communication.
5. Skill in written communication.

BASIS OF RATING:

All applicants will be considered on the basis of their education, training, experience, awards, supervisory appraisal, and the Knowledges, Skills, Abilities, and Other Characteristics (KSAOCs) for this position.

For CTAP and ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave, and will be covered under the Federal Employees Retirement System or the Civil Service Retirement System.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, 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.

Occasional travel may be required.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens in very limited circumstances where there are no qualified citizens available for position.

Applicants must pass a background investigation. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

OTHER INFORMATION:

Applicants must meet time in grade requirements of this position by the closing date of the announcement.

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

Selectee may be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

HOW TO APPLY:

Applications may be sent via mail or U.S. Postal Service Express Mail to the following mailing address.

DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
POST OFFICE BOX 50760
WASHINGTON, DC 20091-0760

Applications may be sent via courier or commercial delivery service (i.e. FedEx, UPS, Airborne Express) to the following commercial delivery service address.

DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
ROOM 1160 801 I STREET, N.W.
WASHINGTON, DC 20001

Applications submitted by mail must be postmarked by the closing date of the announcement to receive consideration. Hand delivered applications and applications delivered via commercial delivery services must be received by the closing date.

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

You may apply with a resume, Optional Application for Federal Employment (OF-612), or any other written format you chose. Although we do not specify the format in which the information is presented or require the use of any particular form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for the vacancy. If your package does not provide all the information requested, you will lose consideration for the job. Be sure you provide ALL of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code), email address, and day/evening telephone numbers (with area code).

- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.

- Country of Citizenship.

If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.

- Colleges and/or Universities attended, city, state and zip code.

- Major field(s) of study.

- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.

- Duties and accomplishments.

- Number of hours per week.

- Employers name and address.

- Supervisor's name and phone number.

- Starting and ending dates of employment (month and year).

- Salary.

- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).

- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

- Job-related certificates and licenses.

- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

- Please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

Materials submitted, as a part of your application will not be returned.

Failure to submit ALL required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

For additional information about this position please contact:

MEGAN DREHER

202.565.7745

This Department prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited basis applies to all programs.)