

POSITION: Computer Assistant, GS-335-05**NUMBER OF VACANCIES:** 1 Full-Time position**TYPE OF APPOINTMENT:** Temporary, not to exceed 3 years.**SALARY RANGE:** \$27,612 to \$35,900 per annum.**POSITION DESCRIPTION:** 1505**NOTE 1:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 2:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis..**NOTE 3:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 4:** This is a Bargaining Unit position.**LOCATION:** This position is located in the Technology & Information Mgmt, Portland, OR, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**TOUR OF DUTY:** This position is Dayshift. The work conditions may require a change of duty.**AREA OF CONSIDERATION:** Any US citizen**Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. . Performs clerical and technical program support for a variety of technical and/or program specialists. Operates computer systems and/or performs data processing support requiring knowledge of data processing sequences, procedures, user and/or programming languages and computer requirements. Performs work related to the resolution of hardware, software applications or system problems of a more routine nature. Provides basic computer user training on data processing procedures such as the use of user identification codes or archive library access system procedures. Maintains computer manuals, reference books, and software instructions. Documents support assistance provided and suggests software changes based on common problems.

QUALIFICATION REQUIREMENTS:**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-335 series, dated August 1994 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment are applicable.**Specialized Experience:** One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.**Substitution of Education for Experience: GS-5:** Four years course of study above high school level leading to a bachelor's degree with courses related to the occupation. This education must have been obtained in an accredited business, secretarial or technical school, junior college or university.**Rating Factors:** *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* 1. Basic knowledge of data processing procedures, computer requirements, and various software applications. 2. Ability to provide basic computer training on data processing procedures and practices using personal computers. 3. Ability to resolve common computer problems (troubleshoot) related to software applications, hardware malfunctions, printers, etc. 4. Ability to maintain technical computer manuals and reference materials, and software instructions.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** You may submit [OF 612 \(Optional Application for Federal Employment\)](#), a resume, or other written format (i.e., SF-171). **(REQUIRED)** If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- [OF-306, "Declaration for Federal Employment. \(REQUIRED\)](#)
- SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- [SF-15, "Application for 10-point Veteran Preference"](#) (with required documentation for proof). (if applicable)
- On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- Appropriate proof of ICTAP eligibility. (if applicable)

HOW TO OBTAIN FORMS:Forms are available online at www.va.gov/portland/hr**In Portland:**VA Medical Center
Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)
Portland, OR 97239. Phone # (503) 273-5236**If Mailing:**VA Medical Center,
Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.