

INTERNAL TITLE 5

VACANCY ANNOUNCEMENT

Announcement Number:	2004-161	Opening Date:	10-1-04	Closing Date:	10-25-04
Position/Position Number:	PROGRAM CLERK/OA #5132A GS-303-5	Organizational Location:	NURSING SERVICE TEMPLE		
Salary Range:	GS-5: \$26,699 - \$34,714 per annum (INCLUDES 10.9% LOCALITY COMPARABILITY PAY)	Area of Consideration:	The following may apply for consideration under this vacancy announcement: (1) Qualified current permanent employees of Central Texas Veterans Health Care System (2) Qualified permanent Veterans Canteen Service employees (3) Reinstatement eligibles, transfer eligibles, persons applying under the handicap authorities; VRA eligibles		

Duties and Responsibilities:

Hours of duty: 7:30 a.m. to 4 p.m. or 8 a.m. to 4:30 p.m. Incumbent provides full secretarial support to two Associate Chiefs, Nursing Service (ACNS) and coordinates his/her calendar. Is knowledgeable of the ACNSs' workloads, priorities, standing meetings, etc., and can effectively negotiate changes in meetings or schedules to meet unexpected emergencies or priorities. Briefs ACNSs regarding weekly and daily commitments and schedule and ensures appropriate materials are available. Arranges for conferences and large meetings. Secures space, schedules speakers or attendees, assembles needed materials, arranges for meals or refreshments, secures needed audiovisual equipment, etc. Accurately takes and transcribes minutes of meetings, conferences, etc., as assigned. Ensures correspondence is prepared in the correct format and is distributed appropriately. Coordinates travel arrangements for the ACNSs or other Nursing administrative staff, as needed. May serve as secretary to the Nurse Professional Standards Board (NPSB) and the Licensed Vocational Nurse Standards Board (LVNSB). Arranges for a meeting location, notifies members, and assembles necessary information. Coordinates details of Board activities with Chairperson. Prepares Board actions in final form for signature of board members and notifies members when forms are complete to ensure timely signing/forwarding of actions. Prepares minutes of Board meetings. Independently initiates personnel actions on employees whose status changes following board reviews. May track proficiency due dates for all registered nurses at assigned facility, ensuring they are received in a timely manner for boarding purposes. Coordinates and communicates with service program clerks regarding status of proficiencies. Serves as resource to other staff regarding proficiency processing. Prepares weekly and monthly reports for Nursing administrative staff regarding timeliness of proficiencies. Serves as a liaison with Human Resources Management Service (HRMS) regarding proficiencies, board actions, board dates, etc. Receives incoming telephone calls for Nursing Service Administration and the ACNSs. Screens calls, provides information when appropriate or directs calls to the appropriate person, indicating nature of call. Participates in training new clerical personnel assigned to Nursing Service in matters related to the Boards, office activities, and procedures. May ensure all licensure information for licensed staff is maintained and current. Sends monthly e-mail reminder to employees of due dates and contacts employees and Nurse Managers when necessary. Assists licensed staff to contact State boards, when necessary. Serves as back-up timekeeper for assigned time and leave units, as needed. Provides clerical support to two Unit-Based Educators as needed. Uses TEMPO and HealthStream computer packages to enter and retrieve employee educational information. Operates personal computer and ADP terminal equipment. Utilizes Microsoft Word, Access, Excel, PowerPoint, Vista, etc., to prepare correspondence, design forms or report formats, or to perform data entry and retrieval. Assists assigned ACNSs in administering the service's work-related injury program. Initiates FMS work orders, as needed.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standards for Clerical and Administrative Positions, available in Human Resources Management Service (HRMS).
 At the GS-5 level, must have at least one year of specialized experience equivalent to at least GS-4 in federal service OR successful completion of four years education above high school level. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position.
IF EDUCATION IS TO BE SUBSTITUTED FOR EXPERIENCE, TRANSCRIPTS MUST BE ON FILE IN OFFICIAL PERSONNEL FOLDER (OPF) OR SUBMITTED WITH VA FORM 5-4078 IN ORDER TO RECEIVE CREDIT.
SERVICES OF A QUALIFIED TYPIST REQUIRED. Applicants must have documentation of typing proficiency of 40 words per minute. Applicants who do not possess a typing proficiency or who have not held positions in the Federal government requiring a typing proficiency must schedule a typing test with the Texas Workforce Commission. Certification of typing proficiency must be received by close of business on the 7th calendar day after the closing day of the announcement. Typing Proficiency must be no more than 3 years old. We will require evidence of typing skill as appropriate to be documented from the typing test site on letterhead or comparable documentation.

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:
 a. Skill in organizing and planning the support work of an office, i.e., ability to set up and maintain an orderly schedule, meeting deadlines, organizing reports, maintain a filing system, etc.
 b. Ability to work independently, establish priorities, and perform duties using initiative and attention to detail.
 c. Knowledge of VA correspondence procedures including composition, grammar, spelling, and punctuation.
 d. Skill in using VISTA, Outlook, and a personal computer; experience with Microsoft Office applications such as Word, Excel, PowerPoint.
 e. Ability to communicate orally and in writing with a wide variety of people from various backgrounds.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address:
<http://www.texvet.com/HRMS/forms.htm> **VA Form 5-4078 must be received in HRMS, Temple, by close of business on closing date of announcement. VA Forms 5-4676A, 5-4667B, and typing proficiency must be received within 7 calendar days after the closing date of this announcement.** Please refer all questions to Carol A. Blackwell, Human Resources Specialist, extension 41831. It is the responsibility of each employee to assure that his/her Official Personnel File (OPF) is current and shows **ALL** work experience and credentials **prior** to the closing date of the announcement.

THIS IS A BARGAINING UNIT POSITION.

If patient needs arise, the incumbent of the above position may be reassigned to the Waco Integrated Clinical Facility (ICF) within Central Texas Veterans Health Care System. 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. CTVHCS is a smoke-free environment. EQUAL EMPLOYMENT OPPORTUNITY: Actions to fill this position will not be based on discriminatory factors which are prohibited by law.