

# INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

<b>Announcement Number:</b>	<b>2004-176</b>	<b>Opening Date:</b>	<b>10/14/04</b>	<b>Closing Date:</b>	<b>11/04/04</b>
<b>Position/Position Number:</b>	<b>Program Support Assistant/OA GS-303-6 (#4352)</b>	<b>Organizational Location:</b>	<b>Environmental Management Section, Facilities Management Service, Temple ICF</b>		
<b>Salary Range:</b>	<b>\$29,761 - \$38,694 PER ANNUM (INCLUDES 10.90 % LOCALITY COMPARABILITY PAY)</b>	<b>Area of Consideration:</b>	<b>CURRENT PERMANENT EMPLOYEES OF CTVHCS &amp; VCS may apply</b>		

### Duties and Responsibilities:

Hours of Duty: 8:00 a.m. – 4:30 p.m. Monday – Friday. **Though may be required to work rotating shifts. Is subject to assignment on a rotating schedule to any approved tour of duty.** The incumbent performs secretarial duties for the Deputy Chief, Facilities Management Service, Environment Management Section. Collects data for contract correspondence, routine monthly reports, and budgetary information. Maintains the cost accounting records for Environmental Management Fund Control Point. Sets up and maintains logs showing status of actions and correspondence. Responds to routine and non-technical requests for information. Attends section staff meetings, take minutes and prepares them into final form. Serves as Primary timekeeper for the section. Incumbent is the Environmental Services Consultant (ESC) coordinator for EMS, Temple site. Also, listed by Environmental Programs Service, Headquarters, Washington, D.C., as a resource contact for all other VA facilities who needs Program assistance. Responsible for preparing performance appraisal forms for the EMS employees. Incumbent requisitions cleaning supplies, equipment and contracts for Temple and Waco ICFs, Austin and Marlin Outpatient Clinic and the following Community Base Outpatient Clinic – Brownwood, Bryan-College Station, Cedar Park, and Palestine ensuring that adequate supplies are on hand at all times. Incumbent is responsible for all EMS mandatory and non-mandatory training classes in TEMPO. Receives incoming correspondence, screening material prior to distribution for suspense dates, establishing controls and follows ups with supervisor. Maintains calendar and make appointments at his request or on own initiative for Deputy Chief. Maintains files and records, such as budget files, candidate files and maintains a cross-reference index to all files material. Receives visitors and telephone calls to the office, determines the nature of requests and directs callers to appropriate staff.

### Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative Support Positions, available in Human Resources Management Service (HRMS). 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. **It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of this announcement. \*SERVICES OF A QUALIFIED TYPIST REQUIRED.**

### Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- a. Knowledge of VA regulations and procedures as applied to personnel policies and ability to select, adapt, and interpret appropriate guidelines to resolve problems that arise.
- b. Ability to interact effectively, skillfully, tactfully, and appropriately with all levels of facility staff, and visitors, etc.
- c. Knowledge and skills in oral and written communication demonstrated by use of correct grammar, spelling, and punctuation, and knowledge of required VA formats to compose correspondence.
- d. Ability to plan and organize work using independent judgment, establishes priorities, and performs other duties using own initiative.
- e. Skill in using VISTA, Outlook, and a personal computer, and experience with Microsoft Office Applications (Word, Excel, Power Point).
- f. Knowledge of VA timekeeping regulations and procedures.
- g. Knowledge of cost accounting procedures.

### 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 AND 5-4667B MUST BE RECEIVED WITHIN SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. **\*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 Texas Workforce Commission. Certification of typing proficiency must be received by close of business on the seventh calendar day after the closing date of this announcement**

**Refer all questions to: Lili A. Sims, Human Resources Specialist, extension 40785**

**NOTE:** 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 specialist listed above. The decision on granting accommodation will be on a case-to-case basis.

**THIS IS A BARGAINING UNIT POSITION.**

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.