

TEMPORARY TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	TA-2004-25	Opening Date:	10-14-2004	Closing Date:	10-25-2004
Position/Position Number:	File Clerk (#1846T) NTE: 1 year GS-305-4	Organizational Location:	HEALTH SERVICES ADMINISTRATION SECTION Duty Station: Temple ICF		
Salary Range:	GS-4: \$23,863 - \$31,020 per annum (Includes 10.90% Locality Comparability Pay)	Area of Consideration:	Current permanent employees, of CTVHCS, VCS temporary & permanent employees, reinstatement, transfer, handicapped or VRA eligibles (see below - How to apply)		

POSITION COULD BE EXTENDED ANOTHER YEAR WITHOUT FURTHER COMPETITION.

NOTE: Any permanent employee may apply for this position. However, if selected, incumbent will be converted to a temporary status. Upon conversion to temporary status, employee has no guarantee of returning to a permanent position and is placed in the second area of consideration for permanent positions posted within the bargaining unit. If temporary funding is terminated, or at the expiration of the appointment, employee may be terminated. Position could be converted to permanent without further competition.

Duties and Responsibilities:

HOURS OF DUTY: 8:00 a.m. – 4:30 p.m., Monday - Friday. Incumbent is responsible for assuring that all requested medical records either by written or verbal requests are found in a timely manner. Provides records for scheduled appointments. Involved in the input on the implementation of the DHCP medical record tracking system for active and inactive medical and administrative records. Performs sequence check of active and inactive records. Files Consolidated Health Records (CHRs) in terminal digit order and files loose documents into the medical and administrative records in administrative records in accordance with the proper filing sequence. Repairs and/or replaces damaged medical record folders as needed. Assists in training new file clerks, students and incentive therapy workers in file room functions. Identifies, screens and prepares medical records for shipment to the National Archives Federal Record Center.

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). At the GS-4 level, must have at least one year of general experience or two years above high school. General experience is progressively responsible clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. **IF EDUCATION IS TO BE SUBSTITUTED FOR EXPERIENCE, TRANSCRIPTS MUST BE ON FILE IN OFFICIAL PERSONNEL FOLDER (OPF) OR SUBMITTED WITH APPLICATION IN ORDER TO RECEIVE CREDIT. 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.**

Rating and Ranking:

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

- a. Knowledge of DHCP computer package.
- b. Ability to adhere to confidentiality of medical information in regard to release of information.
- c. Ability to use terminal and alphabetical filing systems.
- d. Ability to work with a variety of people from varying 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, 5-4676A, and 5-4667B must be received in HRMS, Temple, by close of business on closing date of announcement.**

****Due to a change in regulations:** Candidates applying for this temporary position must be eligible for a temporary non-competitive appointment. For example, status candidates are: reinstatement, transfer, handicapped (referred by Texas Rehabilitation Center) and veterans who are eligible for Veteran's Recruitment appointment (VRA), i.e. disabled veterans; veterans who served while on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized; veterans who while serving on active duty participated in a military operation for which an Armed Forces Service Medal was awarded, and recently separated veterans meaning veterans last separated from active duty within the last three years of the closing date of this announcement.

External applicants:

1. Submit either a resume or **OF-612** (Optional Application for Federal Employment).
2. Submit **DD-214** (Member 4 copy) for all periods of active service if you are a veteran.
3. Submit current letter from VA Regional Office if receiving VA compensation. **Letter must be dated within the past 12 months.**
4. Submit **Standard Form 15** (Application for 10-point Veterans Preference) if applying for preference.
5. Submit current Form **SF-50b** (Notification of Personnel Action) if you are presently employed by the Federal government or have prior Federal service.
6. Submit **DA Form 5433-4** (Verification of Overseas Employment) if applying under Executive Order.
7. Selectee must provide at least one letter of reference from recent employment. This letter of reference must be received in Human Resources Management Service no later than the first day of duty.

Please refer questions to Karen Young, Human Resources Specialist, extension 40311.

THIS IS A NON-BARGAINING UNIT POSITION.

If patient needs arise, the incumbent of the above position may be reassigned within the 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 specialist listed above. The decision on granting reasonable accommodation will be on a case-by-case basis. Please refer any questions to the specialist listed above. 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.