

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2004-154	Opening Date:	09-28-2004	Closing Date:	10-20-2004
Position/Position Number:	PROSTHETIC CLERK, GS-303-5 PD # 4557		Organization al Location:	Prosthetic and Sensory Aids Service Duty Station: Temple ICF	
Salary Range:	GS-5: \$26,699 - \$34,714 Per Annum (INCLUDES 10.90% LOCALITY COMPARABILITY PAY)		Area of Consideration:	Current employees of Central Texas Veterans Health Care System and permanent Veterans Canteen Service employees.	

Duties and Responsibilities:

Hours of work: 8:00 a.m. – 4:30 p.m. The incumbent receives veterans at the front desk to determine what is needed. They may issue an item from stock and post to the veteran's prosthetic record. They will answer phone calls and take action to mail an item to the home or route the call to the appropriate party. They will create a CPRS consult to the Prosthetic Service for replacement or repair items utilizing the original ICD-9 submitted by the clinician. They may review consults for eligibility and entitlement and note the disability codes on the consult before taking action. They will forward consults to the appropriate service for action or completion. They may call various services to clarify an order. They may call escort when needed to get patients to their needed destination. They may sort and distribute consults from the printer to appropriate personnel. They may assist the purchasing agents with mail outs of requested items. They may distribute HISA packets and respond to questions within their realm of knowledge. They may assist with the clothing allowance program or any other program administered by the Prosthetic Service as needed. They will assist the other personnel in the service as needed.

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. At the GS-5 level, must have one year specialized experience equivalent to the GS-4 level. Specialized experience is that 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.

Rating and Ranking:

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

- Knowledge of CPRS, medical terminology, and prosthetic and orthotic equipment and supplies.
- Skill in using a personal computer, calculator, copier, fax machine, and other Vista equipment and programs.
- Skill in oral and written communication with people from a wide variety of backgrounds.
- Ability to plan and organize work, establishing priorities and using independent judgment in decision making as well as attention to detail.
- Knowledge of grammar, punctuation, spelling, capitalization for preparation of written material for various reports and correspondence.

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. 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 the announcement.** Refer all questions to Robert Rodriguez, Jr., Human Resources Specialist, extension 42873.

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 the agency. The decision on granting accommodation will be on a case-to-case basis.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

THIS IS A **BARGAINING** UNIT POSITION.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO ANOTHER FACILITY 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.

