

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

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| Announcement Number: | 2004-162 | Opening Date: | 10-04-2004 | Closing Date: | 10-26-2004 |
| Position/Position Number: | Program Support Clerk/OA GS-303-5 (#40110) | Organizational Location: | Patient Financial & Support Service Health Information Management Section Duty Station: Temple ICF | | |
| Salary Range: | GS-5: \$26,699 - \$34,714 per annum (Includes 10.90% locality comparability pay) | Area of Consideration: | CURRENT PERMANENT EMPLOYEES OF CTVHCS | | |

Duties and Responsibilities:

Hours of work: 8:00 a.m. – 4:30 p.m., Monday - Friday. Incumbent provides secretarial support and a full range of administrative duties for the Office of the Chief, Health Information Management Section (HIMS). Assists in the control of patients, patients' family members, and visitor flow through the office. The incumbent routinely answers questions and handles problems for veterans who telephone or walk in seeking the assistance of the Chief HIMS and all subsections. Incumbent often independently and personally resolves the problem presented or refers the customer to the appropriate staff member for resolution. Prepares correspondence for the signature of the Chief HIMS and Facility Director. Performs a variety of administrative, clerical, and typing duties. Reviews outgoing HIM correspondence for clarity, grammar, format, punctuation, and correspondence in HIM. Use independent judgment to direct suspense documents to appropriate supervisors or employees in section and follow-up for completion. Provides necessary information/files for Chief HIM to bring to meetings. Maintain supervisor's calendar. Incumbent must be familiar with necessary supply/procedures, and fiscal regulations/procedures to monitor and oversee HIMS submission of VA Form 07-2237 and time cards. Assists Secretary, Health Services Administration (HSA), when necessary.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions, available in Human Resources Management Service (HRMS). At the GS-5 level, must have one year specialized experience equivalent to at least the next lower grade of GS-4 OR 4 years above high school. Specialized experience is that which is directly related to the position to be filled and which HIM equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

***SERVICES OF A QUALIFIED TYPIST ARE REQUIRED.**

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 the announcement.

Rating and Ranking:

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

- a. Ability to communicate orally and in writing with people from a variety of backgrounds and with varying levels of understanding.
- b. Knowledge of VA regulations and correspondence procedures including composition, grammar, spelling and punctuation.
- c. Knowledge of DHCP and data processing to maintain computerized files and reports.
- d. Skill in using VISTA, Outlook, and a personal computer, and experience with Microsoft Office Applications (Word, Excel, Access, PowerPoint).
- e. Knowledge of CTVHCS and agency policies and procedures as they relate to HIM.
- f. Knowledge of VA time-keeping 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 (no more than 3 years old) 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:

Karen Young, Personnel Management Specialist, extension 40311

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 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 TO THE MARLIN OR WACO INTEGRATED CLINICAL 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.