

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2004-170	Opening Date:	10-07-2004	Closing Date:	10-29-2004
Position/Position Number:	Computer Assistant(2 positions) GS-335-8 #6428A	Organizational Location:	Information Management Service Temple ICF		
Salary Range:	\$36,626 - \$47,615 (INCLUDES 10.90% LOCALITY COMPARABILITY PAY)	Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS		

Duties and Responsibilities:

Hours of Duty: Monday – Friday 8 a.m. – 4:30 p.m. Incumbent will be on a rotating tour to move, install, and troubleshoot automated data processing (ADP) equipment. Incumbent's primary duties are to maintain the effective operation of the BCMA hardware and other office automation equipment including appropriate record keeping activities such as work order tracking, daily logs, and maintaining the inventory database. Works independently with end users to ensure ADP equipment is used efficiently and appropriately within the Central Texas Veterans Health Care System facilities in providing hospital data and information; text processing; and efficient interface with other ADP and telecommunications systems. Incumbent installs new ADP equipment or readies new equipment for installation, and maintains all system record keeping pertaining to same. Installs new PC systems and application software and readies new equipment for installation. Incumbent involved in ADP equipment utilization reviews and maintains all recording keeping pertaining to same. Runs diagnostic software to identify problem conditions and system integrity. Works with vendor technical support personnel and Chief, SysNet Section, ADP Coordinators, and various service personnel.

Physical Demands: Work regularly involves extended periods of standing, walking, stooping, climbing stairs and carrying heavy loads of paper, tapes or equipment weighing at least 50 pounds.

Work Environment: Precautions must be taken to avoid electrical shocks or cuts while working on and around electrical equipment and to avoid back and leg injury when moving equipment and supplies.

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-8 level, must have at least one year of specialized experience equivalent to at least GS-7. 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. **MUST MEET TIME-IN- GRADE REQUIREMENTS OF ONE YEAR AT THE NEXT LOWER GRADE LEVEL IN FEDERAL SERVICE.**

Rating and Ranking:

- Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:
- a. Knowledge of methods, principles, and practices of data processing equipment systems, analysis, and programming.
 - b. Skills in file design, debugging techniques, and technical documentation.
 - c. Knowledge of personal computers in stand-alone and networked environment.
 - d. Knowledge of VistA application software.
 - e. Ability to communicate effectively with individuals of various backgrounds and levels of experience.

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 WITH SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. Attachments other than those required will be destroyed.** Refer all questions to Robert Rodriguez, Jr., Human Resource 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. Please refer any questions to the specialist listed above.

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.