

VACANCY ANNOUNCEMENT
**FEDERAL MARITIME
COMMISSION**

Announcement No.: 2007-05
Issue Date: 06/18/07
Closing Date: 07/13/07
Area of Consideration: Status Applicants
(Local Commuting Area)

POSITION: Information Processing Assistant
GS-303-6

ORGANIZATION LOCATION: Bureau of Trade Analysis, Office of Agreements

PROMOTION POTENTIAL: GS-7

GEOGRAPHIC LOCATION: 800 North Capitol Street, N. W.
Washington, D. C. 20573-0001

SALARY RANGE: GS-06: \$33,872 - \$44,032 Per Annum
(Locality Pay Area of Washington, DC)

*CONSIDERATION WILL BE GIVEN TO STATUS CANDIDATES (RESIDING IN THE LOCAL COMMUTING AREA) AND TO INDIVIDUALS ELIGIBLE FOR NONCOMPETITIVE APPOINTMENT, E.G., INDIVIDUALS WITH DISABILITIES ELIGIBLE FOR APPOINTMENT UNDER SCHEDULE A, DISABLED VETERANS RATED AT 30% OR MORE. VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF SUBSTANTIALLY CONTINUOUS ACTIVE SERVICE MAY ALSO APPLY UNDER THE VETERANS EMPLOYMENT OPPORTUNITIES ACT.

APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE AND THE QUALITY RANKING FACTORS DESCRIBED BELOW. THEREFORE, IT IS CRITICAL THAT ALL INFORMATION CONCERNING EXPERIENCE PERTINENT TO THESE FACTORS BE ADDRESSED IN THE APPLICATIONS SUBMITTED FOR CONSIDERATION FOR THIS VACANCY. APPLICANT MUST SHOW CLEARLY THE EXTENT TO WHICH HE/SHE POSSESSES THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

DUTIES AND RESPONSIBILITIES: Incumbent performs a wide range of information processing, clerical, and administrative functions in support of office and bureau missions, goals, and objectives. Incumbent reviews incoming agreements for technical compliance, performs necessary reception and recordkeeping functions to ensure the timely processing of filed agreements. Incumbent maintains the Agreement Office's various databases; inputting new records, updating existing records, generating periodic reports, and developing special reports as required. Incumbent maintains the office e-library of agreements; scanning incoming documents, updating documents as required, and establishing links to scanned documents in the office's databases. Incumbent establishes and maintains a variety of program specific records and filing systems. Incumbent periodically reviews and audits files to ensure completeness. Incumbent responds to program-related inquiries and provides necessary follow up. Incumbent prepares written responses to routine requests for information and researches issues and

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problems. Incumbent schedules meetings, greets visitors, and responds to inquiries regarding office procedures and programs. Incumbent also performs other related duties, as the needs of the organization require.

DUTY STATION: Washington, D.C.

QUALIFICATION REQUIREMENTS: All applicants are required to meet the qualification requirements listed in the Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions (which is available for review in any Federal Personnel Office or online at www.opm.gov). Those requirements are summarized below:

GS-6: All applicants must possess 52 weeks of specialized experience equivalent to the GS-5 level. There is no substitution of education allowed at the GS-6 level.

Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of that position.

QUALITY RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, work experience or related training, awards and performance appraisals indicate they possess or have the potential to acquire the following knowledge, skills, and abilities. THESE QUALITY RANKING FACTORS SHOULD BE ADDRESSED IN ORDER TO BE GIVEN APPROPRIATE CONSIDERATION UNDER THIS ANNOUNCEMENT.

1. Demonstrated skill in using personal computers and various database, spreadsheet, and word processing software applications.
2. Demonstrated experience with a variety of clerical, administrative, and information processing functions.
3. Ability to communicate effectively both orally and in writing.

HOW TO APPLY: All applicants should furnish the following (FAILURE TO SUBMIT ALL REQUIRED FORMS OR INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION):

1. A current, complete application, e.g., an Optional Form 612 (Optional Application for Federal Employment), a resume, or any other application in written format (**required**).

The following information must be contained in your application:

- a. announcement number, title, and grade(s) - please indicate lowest grade acceptable
- b. full name, mailing address, day and evening phone numbers
- c. social security number
- d. country of citizenship
- e. Forms DD-214 and/or SF-15 as appropriate (proof of veterans' preference)
- f. highest Federal civilian grade held (give job series and dates held)
- g. education level:
 - (1) High school (name, city, state, and date of diploma or GED)
 - (2) Colleges or Universities (name, city, state, major field of study, and type and year of any degree)

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- received - if no degree(s), show total credits earned and indicate whether semester or quarter hours)
 - h. work experience (give the job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor)
 - i. job-related training courses (title and year)
 - j. job-related skills (e.g., other language skills, computer software/hardware skills)
 - k. job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, public speaking, etc.);
2. A copy of the most recent performance appraisal and performance plan (elements and standards for achievement) if not indicated clearly on the annual performance appraisal (**required of current Federal employees**).
 3. A copy of the last or latest SF-50. "Notification of Personnel Action." (**required of all current Federal employees and of candidates applying on the basis of their reinstatement eligibility**); and
 4. Supplemental narrative statement addressing the quality ranking factors (**desirable, either on the application or on an attachment**).

OTHER INFORMATION:

Applications must be received or postmarked* no later than the closing date of the announcement and should be sent to the Office of Human Resources, Room 924, Federal Maritime Commission, 800 North Capitol Street, N.W., Washington, D.C. 20573.

1. Applications can be e-mailed to: humanresources@fmc.gov. All e-mailed applications must be sent as an attachment in MS Word or WordPerfect or another acceptable format. Applications included in the body of the e-mail will NOT be considered. Applications submitted electronically should be received in our agency e-mail system by the closing date of the announcement. Additional application materials may be faxed to the agency at the number shown below by the closing date of the announcement.

2. Applications can be faxed to the FMC at : 202-523-7842

3. Applications can be sent to the FMC via a private delivery service such as UPS, FedEx, etc.

*PLEASE NOTE: If you choose to use the USPS to mail your application, your postmarked application must be received in our Office no later than a week following the closing date in order to be considered. No exceptions will be made to this requirement.

Applications submitted become the property of the Federal Maritime Commission and will not be returned. For further information regarding this announcement contact Mary M. McPherson on (202) 523-5773 or by e-mail at mmcpherson@fmc.gov. NOTE: The filing of job applications is a personal matter, not official government business. Such personal mail is, therefore, subject to payment of postage by the employee. Applications received in official postage-paid or government franked envelopes will not be acknowledged or considered.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable

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accommodation for any part of the application and/or hiring process, please contact the Office of Human Resources on (202) 523-5773. The decision on granting reasonable accommodation will be made on a case-by-case-basis.

ALL ACTIONS WILL BE MADE WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION OR ANY OTHER FACTOR WHICH IS NOT JOB RELATED.

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