

VACANCY ANNOUNCEMENT
**FEDERAL MARITIME
COMMISSION**

Announcement No.: 2007-06
Issue Date: 06/22/2007
Closing Date: 07/13/2007
Area of Consideration: All Sources

POSITION: Office Automation Clerk, Student Temporary Employment Program,
GS-326-2/3/4

ORGANIZATION LOCATION: Office of the Inspector General

PROMOTION POTENTIAL: GS-4

GEOGRAPHIC LOCATION: 800 North Capitol Street, NW
Washington, DC

SALARY RANGE: GS-02: \$22,924 - \$28,351 Per Annum
GS-03: \$24,481 - \$31,451 Per Annum
GS-04: \$27,159 - \$35,303 Per Annum
[Locality Pay Area of Washington, DC]

The FMC is a small independent regulatory agency which oversees oceanborne transportation in the nation's foreign trades, and administers statutes which include the Shipping Act of 1984, the Foreign Shipping Practices Act of 1988, and section 19 of the Merchant Marine Act, 1920. More information about the Commission and its programs can be found at: <http://www.fmc.gov>.

DUTIES AND RESPONSIBILITIES: The major duties and responsibilities are to provide office automation and clerical support for the staff of the Office of the Inspector General. The position will also have collateral duties within the Office of Equal Employment Opportunity (EEO).

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-02: Applicants must possess three (3) months of General Experience **OR** high school graduation or equivalent. A qualified typist is required (40 wpm).

GS-03: Applicants must possess six (6) months of General Experience **OR** one (1) year of education above high school level (30 semester hours). Copy of college transcripts must be submitted to receive credit for education. A qualified typist is required (40 wpm).

GS-04: Applicants must possess 52 weeks of General Experience **OR** two (2) years of education above high school level (60 semester hours). Copy of college transcripts must be submitted to receive credit for education. A qualified typist is required (40 wpm).

General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position. Successful applicants will have excellent research and clerical skills. Experience in working in an office environment is desirable.

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 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.);
- l. Proof of enrollment in an academic, vocational, or technical school; specifically, a registration form;
- m. Proof of cumulative GPA of 2.0 or better on a 4.0 scale; specifically, a current transcript or grade report; and
- n. Applicants must self-certify as to their typing proficiency (40 wpm required) either on the application or by submitting a proficiency certification.

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, Attn: Mary M. McPherson, Human Resources Specialist.

*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 one week following the closing date in order to be considered. No exceptions will be made to this requirement.

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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 other acceptable format. Applications included in the body of the e-mail or in other formats 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.

Applications submitted become the property of the Federal Maritime Commission and will not be returned. For further information regarding this announcement contact Mary McPherson on (202) 523-5773 or by e-mail at humanresources@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.

OTHER INFORMATION:

As a condition of employment, new appointees to the Federal service will be subject to a background investigation.

Relocation expenses will not be paid.

Selectees for this vacancy may be required to participate in training courses to improve and/or enhance the level of their knowledge, skill and ability in the above referenced quality ranking factors.

If selected, applicants must complete an OF-306, "Declaration for Federal Employment." Failure to comply may be grounds for withdrawal of an offer of employment. Selectee will be required to provide documentation that establishes his/her identity and employment eligibility as required by the Immigration Reform and Control Act of 1986 (Public Law 99-103, dated November 6, 1986).

Male selectees born after December 31, 1959 must complete a Pre-Appointment Certification Statement for Selective Service Registration. Failure to comply may be grounds for withdrawal of an offer of employment or termination after employment.

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

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FACTOR WHICH IS NOT JOB RELATED.

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