

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OCA-2009-0318A
(PLEASE INCLUDE THIS NUMBER ON ALL APPLICATION MATERIAL)

OPEN DATE: 2/12/2009 **CLOSING DATE: 12/31/2009**
Applications must be received by the closing date. Late applications will not be considered.

AMENDED 6/17/2009 TO CHANGE THE MAILING ADDRESS AND FAX NUMBER FOR THE RECEIPT OF APPLICATIONS. ALL OTHER INFORMATION REMAINS THE SAME AND APPLICANTS DO NOT NEED TO REAPPLY IN ORDER TO BE CONSIDERED.

POSITIONS TO BE FILLED: SECRETARY (OFFICE AUTOMATION)

PAY BAND, SERIES, AND GRADE OF POSITIONS TO BE FILLED: YB-0318-01/02

WHERE POSITION IS LOCATED: Department of Defense Education Activity, Department of Defense Dependents Schools Europe, VARIOUS LOCATIONS

SALARY RANGE: \$27,026 to \$43,521 per annum. Salary will be set based on duties of the position.

YOU MAY APPLY IF YOU ARE:

- A Current Career Federal Employee in the competitive service in the local commuting area.
- A Reinstatement eligible in the local commuting area.
- A U.S. Citizen Family Member residing in the commuting area.
- A Military Spouse Eligible residing in the commuting area.
- A 30% Disabled Veteran residing in the commuting area.
- A Veteran's Recruitment Appointment (VRA) eligible residing in the local commuting area.
- A Veteran who has been separated from the Armed Forces under honorable conditions after 3 years or more of continuous military service (VEOA Eligible).
- A Non-Appropriated Fund Instrumentality or any other employee who is appointable under other Interchange Agreements or Special Appointing Authorities such as DCIPS/Postal Career Service/Peace Corps residing in the local commuting area.
- An Interagency Career Transition Assistance Plan (ICTAP) eligible residing in the local commuting area.

Local commuting area is defined as the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work based on the generally held expectations of the local community. (5 CFR 575.203)

MAJOR DUTIES:

This announcement is used to fill the following positions. These positions may be permanent, temporary, full-time, part-time, or seasonal.

SECRETARY (OA), YB-0318-01
PD# S9266 (formerly GS-05)

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position serve as the principal clerk of the school, providing administrative assistance to the Principal, staff, and faculty. Performs a variety of office support duties, e.g. receives telephone calls or visitors, answers questions and provides information of a routine nature based on knowledge of programs and operations. Maintains supervisor's calendar, prepares and types documents and correspondence. The school secretary interacts with students and parents to resolve problems. Performs duties unique to school environment including: Personnel and payroll coordination, computer area security, key control, records management, and Substitute teacher's coordination.

SECRETARY (OA), YB-0318-01
PD# 9267 (formerly GS-06)

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position serve as personal assistant/secretary to the school principal/supervisor and coordinates other clerical works for the assigned office staff. Performs a variety of office

support duties, e.g. receives telephone calls or visitors, answers questions and provides information of a routine nature based on knowledge of programs and operations. Maintains supervisor's calendar, prepares and types documents and correspondence. The school secretary interacts with students and parents to resolve problems. Performs duties unique to school environment including: personnel and payroll coordination, computer area security, key control, and records management. Responsible for maintaining an accurate Substitute teacher roster.

SECRETARY (OA), YB-0318-01
DISTRICT LEVEL POSITION
PD S9354 (formerly GS-06)

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position serves as the principal clerk of the work unit, providing clerical and administrative assistance to the supervisor and the staff. Receives visitors and telephone calls to the office, determines nature of request and directs callers to appropriate staff, or personally provides desired information when the request involves routine or procedural office matters. Responds to routine and non-technical requests for information such as status of reports, suspense dates for matters requiring compliance, and similar information readily available from files. Receives incoming correspondence and screens material prior to distribution for suspense dates, establishes controls and follows up for the supervisor. Requisitions office supplies, equipment, and publications, etc. May serve as timekeeper for the work unit.

SECRETARY (OA), YB-0318-02
DISTRICT LEVEL POSITION
PD# 9353 (formerly GS-07)

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform and coordinate all the clerical and administrative support work typically required to accomplish the District's mission. Coordinates the work of the office with the work of other offices and recognizes the need for such coordination. Assists office staff in the procedural aspects of expediting work by helping subordinates for the collection and submission of data, and assembling data into reports. Maintains the Superintendent's calendar, makes arrangements for meetings and conferences, makes travel arrangements, reservations and notifies officials to be visited. Assembles and submits reports of staff-time charges in a timely manner and maintains personnel timecards.

QUALIFICATION REQUIREMENTS:

Click on link below to view qualification standard.

[General Schedule](#)

Candidates must meet experience requirements, education substitution, or a combination of experience and education to qualify. Under NSPS, general or specialized experience required at the next lower "grade" by OPM Qualification Standards is defined as experience at the next lower pay band or equivalent under the General Schedule (GS) or other pay systems. In all cases, the quality of experience must clearly demonstrate the possession of the knowledge, skills and abilities and/or competencies necessary for successful job performance. Examples of general experience include: progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. In addition, for positions requiring office automation skills, your application should reflect your experience using computers and other related office automation equipment and identify the kinds of word processing or other software programs you have used. Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office administrative functions and processes, e.g. maintaining appointment calendars, arranging travel and conferences, meeting and greeting visitors, establishing and maintaining files and records, finalizing correspondence and other written materials.

Quality of experience relates to how closely or to what extent an applicant's background and recency of experience, education, and training are relevant to the duties and responsibilities of the announced position. Candidates must have the knowledge, skills, abilities and competencies to successfully perform the work of the position at the appropriate level.

NSPS positions are excluded from time-in-grade restrictions. This does not eliminate the qualification requirement.

TYPING PROFICIENCY: Positions designated as Office Automation, designated by title containing parenthetical OA, will require the skills of a qualified typist. These positions require typing speed of at least 40 words per minute. Be sure your application reflects your typing skill (words per minute).

METHOD OF REFERRAL

Qualified candidates will be referred for employment consideration in accordance with governing laws, regulations, and procedures. Based on information submitted in your application, DoDDS Human Resources staff will determine your qualifications, status, eligibility, and employment category that includes Veterans' Preference eligibility as well as your eligibility for Military Spouse and Family Member preference.

Candidates who meet minimum experience and/or education requirements for the position(s) listed in this announcement will be further evaluated against established criteria which demonstrates how well they possess the specific knowledge, skills, and abilities determined to be necessary for successful job performance for each position. Candidates then referred for consideration will be placed into one of the three categories listed below:

1. **Best Qualified Candidates**: These are candidates that possess exceptional and directly related experience specific to the position being considered for.
2. **Highly Qualified Candidates**. These are candidates that possess good or some similar work experience related to the position being considered for.
3. **Qualified Candidates**. These are candidates that meet the basic qualification requirements of the position as indicated in the OPM's Operating Manual, Qualification Standards for General Schedule Positions.

PAY, BENEFITS AND WORK SCHEDULE:

YOUR PAY WILL BE SET WITHIN THE RANGE SPECIFIED IN THIS VACANCY ANNOUNCEMENT AND WILL BE BASED ON THE REQUIREMENTS OF THE POSITION, YOUR QUALIFICATION, EDUCATION, EXPERIENCE, TRAINING, AND THE AVAILABILITY OF FUNDS.

The following salary ranges are provided for comparison purposes:

GS-05 ranges from \$27,026 - \$35,135 per annum (\$12.95 to \$16.84 per hour)

GS-06 ranges from \$30,125 - \$39,161 per annum (\$14.43 to \$18.76 per hour)

GS-07 ranges from 33,477 – \$43,521 per annum per (\$16.04 to \$20.85 per hour)

All candidates must be U.S. Citizens and reside within the local commuting area of where the position is located.

Applicants must be U.S. citizens who are not considered Ordinarily Residents under the applicable Status of Forces Agreement (SOFA). An ordinarily resident is anyone who has lived in the host country longer than the allowed number of days without being a member of the forces assigned, civilian component or a family member of either the fore mentioned or who has obtained a work permit for any duration. Ordinarily Resident Restrictions apply and vary depending upon the host nation.

Maps showing the geographical locations of the various schools throughout DoDDS-Europe can be found at:

<http://www.eu.dodea.edu/maps.htm>

Typically these positions are full time and year-round or seasonal.

Living Quarters Allowance (LQA) and payment of travel and transportation expenses are not authorized.

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

GENERAL INFORMATION:

Applications will be rated and registered as received. Applications will be referred when vacancies become available.

Certain local family member appointments are tied to the sponsor's rotation date on a Not-To-Exceed (NTE) basis. Family member appointments may not exceed two months after an employee is no longer considered a family member within the local commuting area due to PCS or divorce of sponsor or in the case of a child age 21 (or 23 if in college full-time).

Applicants appointed to a full time continuing position will have their current application inactivated. Applicants may re-submit a new application after their current application is inactivated if so desired. Applicants appointed to a temporary and/or part time position under this announcement will continue to receive consideration for full time continuing positions for which applied and qualified for under this announcement. For example, if selected for a temporary appointment, applicants will continue to be considered for full time continuing appointments provided they meet qualifications.

CONDITIONS OF EMPLOYMENT:

Applicants may be required to complete a 1-year probationary period.

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

Selectee must undergo Background Checks IAW DoDI 1402.5 (e.g. Local Files Check, State Criminal History Records Check, and National Agency Check Inquires). Employment in these positions is subject to successful completion of a background security investigation and favorable adjudication. Failure to successfully meet/maintain these requirements may be grounds for termination.

Selectee will be required to have an Italian Visa/Soggiorno if position is located in Italy and a Visa if position is located in the United Kingdom.

TO APPLY, YOU MUST SUBMIT:

Please visit www.eu.dodea.edu/hr/ for a complete application package. The announcement number must be provided on all application materials.

Applicants are responsible for ensuring that contact information is accurate and clearly evident in the application. Contact information should include current address, telephone and/or cell phone numbers, and email addresses.

1. **Optional Application for Federal Employment (OF-612)**, résumé, **OR** any other written format, including the Standard Form 171, Application for Federal Employment **THAT INCLUDES THE FOLLOWING INFORMATION:**

Announcement number, title and grade of the position(s) for which you desire employment.

Citizenship status and social security number.

Your highest Federal civilian grade held, job series, and dates of employment, if you are a current or former Federal employee. Total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week. Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.

Job-related training courses (title and year).

Job-related skills.

Job-related certificates and licenses (current only).

Job-related honors, awards, and special accomplishments (give dates-but do not send documents).

YOU MUST ALSO SUBMIT:

2. Education will be credited only when a copy of college transcripts is provided. To receive credit for education gained in a foreign institution, you must submit proof that it is equivalent to a United States education program. If you qualify based on education, and are selected, you will be required to provide official transcripts.
3. If you are not using the Standard Form 171, Application for Federal Employment, then a **Declaration for Federal Employment (OF-306)** should also be submitted.
4. If you are applying for family member employment, a copy of your sponsor's Permanent Change of Station (PCS) orders authorizing movement of family member to the overseas command, or other appropriate documentation (such as a statement of command sponsorship) to support family member status must be submitted to receive consideration.
5. If you are applying for military spouse preference, a completed **Questionnaire for Military Spouse Preference** and copy of your sponsor's permanent change of station (PCS) orders authorizing movement of spouse to the overseas command, or other appropriate documentation to support spousal preference must be submitted to receive consideration.
6. All applicants must submit a **Pre-Employment Questionnaire** to Determine Eligibility for Employment form.
7. Please submit the appropriate District Geographic Availability Statement and Position Availability Checklist. The checklist can be found for all school districts at: <http://www.eu.dodea.edu/hr/open.php>
8. If you are a current Federal employee or a reinstatement eligible, you must submit a copy of a Notification of Personnel Action (SF-50) to document eligibility for appointment.
9. If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. **THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT**

PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED MUST BE INCLUDED.

Please use the [Application Checklist](#) to ensure you have all documents prior to submission.

ALL REQUIRED FORMS MAY BE FOUND AT <http://www.eu.dodea.edu/hr/open.php>.

ADDITIONAL APPLICATION INSTRUCTIONS FOR VETERANS

If you are a Veteran you may be eligible to apply for this position. This position is announced in accordance with merit staffing procedures as prescribed by this Agency. Preference eligibility and/or Veterans Preference does not apply to internal staffing or merit promotion practices. Provided you meet the eligibility criteria, you may be considered competitively under the Veterans Employment Opportunities Act of 1998 (VEOA), or non-competitively if you are eligible for a Veterans Recruitment Appointment or are a 30% or more Disabled Veteran.

To apply under the Veterans Employment Opportunities Act of 1998 (VEOA):

To be eligible for a **VEOA** appointment, you must be a preference eligible or a veteran separated after substantially completing at least 3 years of continuous active duty service performed under honorable conditions and have no other type of appointability.

You **MUST** submit a Member 4 copy of your DD-214 with your application to receive consideration under this authority.

To apply under the Veterans Recruitment Appointment (VRA):

On November 7, 2002, Congress passed the Jobs for Veterans Act (Public Law 107-288). The act makes significant changes to the Veterans Readjustment Act, to include changing the title of the Act to "Veterans' Recruitment Appointment" (VRA). The changes were effective immediately upon enactment of the law.

Under the new law, the following veterans are eligible for a non-competitive **VRA** appointment:

- Disabled veterans.
- Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
- Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded.
- Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

Terms and conditions of employment: A veteran given a VRA appointment will be given an appointment in the Excepted Service.

Veterans must be "qualified," i.e., able to perform the essential functions of the position with or without reasonable accommodation for a disability.

After two years of successful employment, appointments must be converted to career conditional tenure.

You **MUST** submit a Member 4 copy of your DD-214 with your application to receive consideration under this authority.

If you are a Disabled Veteran, You must submit the following documents with your application to be considered under the VRA:

Member 4 copy of your DD-214.

SF-15, Application for 10-Point Veterans Preference.

A letter from the Department of Veterans Affairs (VA) dated in 1991 or later.

To apply requesting non-competitive consideration as a 30% Disabled Veteran:

Terms and conditions of employment: If you are selected using this authority, you will be given a Term Appointment Not To Exceed 2 years. You may be converted to a career or career-conditional appointment at any time during this appointment, but this is not promised nor guaranteed.

To be eligible for this appointing authority, you must be:

Retired from active military service with a disability rating of 30 percent or more; **or**

Rated by the Department of Veterans Affairs (VA) as having a compensable service-connected disability of 30 percent or more. **And**

Meet all qualification requirements.

You must submit the following documents with your application to be considered:

Member 4 copy of your DD-214.

SF-15, Application for 10-Point Veterans Preference.

A letter from the Department of Veterans Affairs (VA) dated in 1991 or later.

For more information regarding Veterans Preference, please visit <http://www.opm.gov/veterans/>

APPLICATIONS WILL NOT BE RETURNED. PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS. INCOMPLETE APPLICATIONS WILL NOT RECEIVE CONSIDERATION.

Applications may be submitted by mail, fax or email to the appropriate District Human Resources Office as indicated below.

Applications must be scanned using Adobe Acrobat into a single file attachment in “.pdf” format. **APPLICATIONS SENT VIA EMAIL HAVING MORE THAN ONE ATTACHMENT OR ATTACHMENTS IN ANY OTHER FORMAT WILL NOT BE CONSIDERED.** You will receive verification within 48 hours of receipt of your electronically submitted application.

Applications may be submitted by mail, fax or email as indicated below.

Applications (if mailed) must be sent to one of the following addresses:

(If Using the U.S. Postal Service)
DODDS- HUMAN RESOURCES DIVISION
UNIT 29649, BOX 7100
APO AE 09002-7100

OR TO:

(If Using Express Delivery I.E. Fedex, Dhl, Etc)
THE OFFICE OF THE DIRECTOR, DODDS-EUROPE
AMERICAN ARMS OFFICE TOWERS, HUMAN RESOURCES DIVISION
ATTN: PERSONNEL/ISLES DISTRICT
AUGUSTA STR 6
65189 WIESBADEN, GERMANY

If faxing your application, it may be faxed to Commercial (49) 611-380-7122 (if calling from outside of Germany) or 0611-380-7122 (if calling within Germany), or by DSN: 338-7122. Applicants are encouraged to contact the Human Resources Office to verify receipt of a faxed application. Please call (49)611-380-7706 (if calling from outside of Germany) or 0611-380-7706 (if calling within Germany) or by DSN: 338-7706 for verification.

Applications (if emailed) must be sent to one of the following addresses:

Bavaria.Applicants@eu.dodea.edu – for positions in the Bavaria School District

Heidelberg.Applicants@eu.dodea.edu – for positions in the Heidelberg School District

Isles.Applicants@eu.dodea.edu – for positions in the Isles District

Kaiserslautern.Applicants@eu.dodea.edu – for positions in the Kaiserslautern School District

Mediterranean.Applicants@eu.dodea.edu – for positions in the Mediterranean School District

Applications must be scanned using Adobe Acrobat into a single file attachment in “.pdf” format. **APPLICATIONS SENT VIA EMAIL HAVING MORE THAN ONE ATTACHMENT OR ATTACHMENTS IN ANY OTHER FORMAT WILL NOT BE CONSIDERED.** You will receive verification within 48 hours of receipt of your electronically submitted application.

IF YOU ARE AN ELIGIBLE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) APPLICANT, YOU MUST SUBMIT THE NARRATIVE RESPONSE TO THE RANKING FACTORS, PROOF OF ELIGIBILITY, AND YOUR MOST RECENT PERFORMANCE APPRAISAL.

APPLICATIONS RECEIVED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT RECEIVE CONSIDERATION, AND APPLICANTS ARE REMINDED OF THE LEGAL PROHIBITION AGAINST THE USE OF SUCH ENVELOPES OR OTHER GOVERNMENT PROPERTY FOR OTHER THAN OFFICIALLY APPROVED ACTIVITIES. THESE PROHIBITIONS ARE CONTAINED IN 5 USC 735.205, 39 USC, AND 18 USC.

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NON-AFFILIATION, MARITAL STATUS, RACE, COLOR, CREED, GENDER, AGE, SEXUAL ORIENTATION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY OR ANY OTHER NON-MERIT FACTOR. REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.