



# JOB OPPORTUNITY BULLETIN

## Travis Air Force Base, California

**POSITION:** Clerk, GS-303-03

**ANNOUNCEMENT NO:** 10-04 STEP/SUMMER

(This is an STEP Announcement)

**TENURE OF EMPLOYMENT:** Temporary

**OPENING DATE:** 22 Jan 2010

**WORK SCHEDULE:** May fill as Full-time or Part-Time

**SALARY:** \$ 29,517 Per Annum (\$14.14 PH)

**CLOSING DATE:** 9 Jul 2010

**DUTY LOCATION:** Travis AFB CA

**THESE ARE TEMPORARY STUDENT EMPLOYMENT POSITIONS ONLY.**

**WHO MAY BE CONSIDERED:**

You are eligible to apply for positions covered in this announcement, if you meet the following criteria:

Student Temporary Employment Program (STEP) An individual enrolled or accepted for enrollment as a **degree seeking student and is taking at least a half-time academic, vocational, or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.**

**THIS IS A STANDING REGISTER AND WILL BE USED TO FILL ANTICIPATED FULL- OR PART-TIME VACANCIES. YOUR RESUME WILL REMAIN ON FILE 90 DAYS AFTER THE CLOSING DATE OF THIS ANNOUNCEMENT. ACTUAL LENGTH OF EMPLOYMENT IS CONTINGENT UPON BUDGET AND WORKLOAD. CANDIDATES WILL BE REFERRED ON AN AS NEEDED BASIS UNTIL ALL POSITIONS ARE FILLED. AN EXTENSION OF THIS APPOINTMENT IS POSSIBLE WITHOUT FURTHER ANNOUNCEMENT. THE ANNOUNCEMENT MAY CLOSE PRIOR TO DESIGNATED CLOSING DATE IF ALL VACANCIES ARE FILLED.**

**WHO MAY APPLY:**

1. Must be a U. S. citizen.
2. Be at least 16 years of age at the time of employment.
3. Travel and relocation expenses will not be paid.

**MAJOR DUTIES:** Answers the telephone and refers callers/visitors to appropriate personnel based on specific name or functional area request. Picks up, receives, opens, sorts and distributes mail to appropriate individuals following specific instructions. Prepares and maintains office records of various types. Sorts, codes, and files documents using an established filing system and obtain information from files as requested. Disposes of office records/files in accordance with established regulations and procedures. Performs routine miscellaneous clerical work.

**QUALIFICATION REQUIREMENTS:**

**WORK:** Must have at least six (6) months of general experience (general experience such as administrative, technical, clerical, military, or other work that involved following written procedures, rules, or regulations in contact with coworkers, supervisors, or members of the public to provide a service, respond to inquiries, or obtain information). **OR**

**EDUCATION:** Must have one (1) year of education above the high school level. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. **NOTE:** You must submit copies of your transcripts. **OR**

Equivalent combination of experience and education may be used to meet total experience requirements.

**PART-TIME, UNPAID, OR VOLUNTEER EXPERIENCE:** Credit will be given for appropriate unpaid work on the same basis as for paid experience. Part-time experience will be credited on the basis of time actually spent in appropriate activities. To receive credit for such experience you must indicate clearly the nature of the duties and responsibilities in each position held and the number of hours per week spent in such employment.

**BASIS OF RATING:** Applicants will be rated on an evaluation of the quality and extent of experience, education, and training as described in their resume related to the KSAs listed in this announcement.

**KNOWLEDGES, SKILLS, AND ABILITIES (KSA's):**

1. Working knowledge of general office administrative and clerical procedures to distribute mail, answer telephone, keep appointment calendar, maintain files/office forms, and order supplies.
2. Ability to learn organization's functions and procedures sufficient to receive visitors or telephone calls, distribute mail, and maintain files, etc.
3. Ability to read and interpret specific procedural guidelines pertaining to administrative support, including locally developed equipment operating and document processing instructions, which are directly applicable to the work.
4. Ability to learn filing systems and procedures.
5. Ability to communicate effectively orally using tact and courtesy.

**PAY:** The General Schedule (GS) basic pay schedule is based on geographic locality and what private industry is paying for similar work levels in similar pay areas. **Direct Deposit – All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.**

**BENEFITS:** The Federal government offers a number of exceptional benefits to its employees. The following link provides an overview of the Civilian Benefits and Entitlements currently offered to civilian Federal employees.

<https://ask.afpc.randolph.af.mil/best/default.asp?prods3=272&prods2=264&prods1-44>

**FORMS NEEDED TO APPLY:**

1. Resume: **Go to <http://usajobs.gov> and create your resume in the required format.** When you have completed creating your resume, print the resume, and indicate the position and announcement number on the top left side of your resume.
2. College Transcripts: If education is being used as a basis for qualification, applicant must submit a copy of transcripts.
3. Verification of Enrollment: Official class schedule or official letter from school or transcript
4. SF 50: If previously employed with the Federal Government, submit separation action SF 50.

**OTHER SIGNIFICANT INFORMATION:**

**SELECTIVE SERVICE – IF YOU ARE A MALE APPLICANT BORN AFTER DECEMBER 31, 1959, YOU MUST CERTIFY THAT YOU HAVE REGISTERED WITH THE SELECTIVE SERVICE SYSTEM, OR ARE EXEMPT FROM HAVING TO DO SO UNDER THE SELECTIVE SERVICE LAW.**

Applicants under the age of 18 will be required to provide a Work Permit before being employed. While school is in session see the School Registrar, otherwise see the Superintendent of Schools. **REQUIRED ONLY IF SELECTED FOR A POSITION.**

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 reasonable accommodation will be on a case-by-case basis.

Your application will not receive proper consideration unless you provide all required information.

Applicants for Federal employment must submit, prior to appointment, proof of U.S. citizenship. Proof may be submitted in the form of a U.S. passport, a certified birth certificate (with raised, stamped or affixed seal) or record of naturalization.

Resumes submitted will become the property of 60 FSS/FSMC and will not be returned. Applicants are encouraged to retain a copy for their personal file.

Social Security Number – Your Social Security Number is requested under the authority of Executive Order 9396 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act – Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature – Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements – If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**APPLICATIONS POSTMARKED AFTER THE CLOSING DATE, NOT COMPLETED IN ENTIRETY, OR WITHOUT PRESCRIBED DOCUMENTATION WILL BE RETURNED TO THE APPLICANT.**

Incumbent may be subject to random drug testing.

**THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER.** Selection will be made without regard to non-merit factors such as race, color, religion, sex nation origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.

**SEND RESUME and SUPPORTING DOCUMENTS to:**

**CIVILIAN PERSONNEL OFFICE  
60 FSS/FSMC  
540 AIRLIFT DRIVE, BLDG 381, WING 2-D  
TRAVIS AFB CA 94535-2475**

**OR**

**FAX TO: (707) 424-3911**

**Business Hours: 7:30 a.m. to 4:00 p.m. (Monday through Friday)  
For Further Information: Phone (707) 424-3067**