

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-209

OPENING DATE: 1 October 2004
CLOSING DATE: 1 November 2004

ANTICIPATED FILL DATE: 28 Nov 04

POSITION TITLE AND NUMBER

Secretary (Exc Indef)
MD# 6021-40V, PDCN 70042000

UNIT/ACTIVITY AND DUTY LOCATION

Combined Support Maintenance Shop (CSMS)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 10.09%)

GS-0318-05 \$26,699.00 - \$34,714.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have six months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (WITH DATES) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for the position.. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Skill in operating an electric typewriter. Must be able to type 35 WPM.
2. Knowledge of and the ability to operate a personal computer.
3. Knowledge of grammar, spelling, punctuation, and required formats.
4. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms, notifying participants; making travel arrangements and typing travel vouchers and reports.
5. Ability to establish a filing system, to classify, retrieve, and dispose of materials.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (CMF 71)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Receives visitors and telephone calls and exercises judgment in screening those which can be handles personally or be referred to other staff personnel or divisions. Personally takes care of many matters and gives out administrative and readily available substantive information to callers. Keeps the supervisor's calendar. Reminds supervisor of appointments and furnishes information from files or schedules briefings by others in preparation for scheduled meetings. Reschedules appointments when the supervisor can not meet previous schedules. During supervisor's absence, maintains a chronological record of events including official visitors, decisions to be made upon return, unfinished business requiring attention and related matters. Keeps informed of supervisor's whereabouts. Prepares responses to requests for general information concerning the organization's functions from source material. Anticipates need for information and prepares material so that it is immediately available for supervisor's needs. In the absence of the supervisor, assumes responsibility for ensuring that requests for action or information are made known to responsible official who can satisfy the request. Follows up on required actions and informs supervisor of status. Makes arrangements for conferences and meetings, including such matters as location, schedule, agenda and attendance list. Assembles background material. Attends meetings and performs associated duties. Reads incoming correspondence, publications, regulations, and directives which may affect the supervisor. Determines those that can be acted upon personally and drafts replies to general inquiries not requiring a technical knowledge of the program. Obtains clarification of instructions from originating offices or other appropriate points. Determines which items are of importance or interest to the supervisor and refers them accordingly. Maintains suspense records on incoming correspondence and action documents and follows up on work in process to ensure timely reply or action. Returns such communications to originator for correction. May sign routine correspondence of a nontechnical nature. Provides assistance in the procedural aspects of the office, including distributing work to clerical personnel; explaining report requirements and arranging for submission of data into general reports; and informing and instructing technical and clerical personnel in the preparation of correspondence. Maintains office files of correspondence, directives, regulations, and other convenient information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports. Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. 6. Selected individual may be non-competitively converted to permanent status if this position becomes permanently funded

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974