

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 #: ANG 33-2004

OPENING DATE: 08 October 2004
CLOSING DATE: 25 October 2004

ANTICIPATED FILL DATE: 28 November 2004

POSITION TITLE AND NUMBER:

Computer Assistant
PDCN: 80274000
PCN: 779747

UNIT/ACTIVITY AND DUTY LOCATION:

145 Communications Flight,
NCANG, Charlotte, NC

GRADE AND SALARY: (Includes Locality Pay of 10.09%)

TECH - GS-0335-07 \$32,447 - \$42,177

EMPLOYMENT STATUS:

Excepted Service

WHO CAN APPLY: The area of consideration for this position is NCANG FULL-TIME SUPPORT PERSONNEL ONLY. Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an 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.

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. Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 12 months specialized experience for GS-07 grade which demonstrates the applicant has acquired the below listed KSA'S.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the four KSA's for this position. Each technician applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Knowledge of electronic media and computer systems.
2. Knowledge of computer program files, records, and manuals.
3. Knowledge of computer software and operating systems.
4. Ability to train office personnel and functional end users on use of office automation computers and software.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG is mandatory. AFSC: 3A0XX. Not to exceed TSGT/E-6.

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

PRINCIPAL DUTIES AND RESPONSIBILITIES: -- Participates in planning, organizing, and the implementation of electronic media and computer systems throughout the base. Works with supported users in performing (IRM) concepts such as data base recovery for resident programs, moving files from one media to another, configuring user software, installing/deleting software, modifying software configuration, and performing basic configuration management functions. Participates in the management and implementation of policy and monitoring usage of all mail systems at servicing units. This includes assisting, training, and validating users for all official mail to include the Base Information Transfer System (BITS), US Mail, DMS, and E-Mail. Performs all types information transfer duties involving the transfer of information both internal and external to the base to include manual and electronic telecommunications. Adds, deletes, configures, modifies, enables, disables, and validates, users mail capabilities in Intelligent Messaging E-Mail systems such as DMS, and advanced mail front-ends such as Outlook. Employee trains and assists new and advanced users in using the electronic mail system to include training users in archiving, suspending, and disposition requirements as they pertain to the appropriate medium. Participates in and provides guidance for management, maintenance, and electronic distribution of all publication, instructions, forms, and the technical orders distribution system. This includes the electronic design, creation and maintenance of local publications and forms. Participates in the development and maintenance of data base management standards and the data dictionary. Provides recommendations, advice, and technical guidance on the proper application of existing policies and procedures and use of new or improved methods and techniques to improve operational efficiency. Provides MAPPER and IAOS support following guidelines provided by (IRM) manager. Provides technical and procedural assistance to functional areas. Performs customer identification and registration of IAOS users. Performs duties used to maintain the integrity and security of database elements and information. May be required to monitor and ensure access is limited to authorized individuals and organizations. Participates in small computer support program providing guidance to end users at all levels. Participates in the development of base training for Information Resource Management, (IRM) and core software such as e-mail, word processing, spreadsheet, database, graphics, internet/intra-net and on (IRM) standard systems. Works with other support personnel to train office personnel and functional end users on use of office automation computers, local and wide area networks, and other automated tools. Trains personnel performing (IRM) duties in functional areas outside the Communications Division on Information Resource Management policies and procedures. Performs duties in the central Computer Information Systems (CIS) customer service/control center such as accepting trouble calls, providing on the spot CIS systems assistance and guidance, routing requirement requests to the proper functional area, and documenting all facets of customer's requests for any computer information communications service provided by the division. Performs general network and telecommunications systems administration within approved existing structure such as resetting user passwords and access rights, adding and modifying users, assisting in the configuration of services in a variety of systems such as clients servers and online systems. 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. 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.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.
6. Individual selected as a trainee may be noncompetitively promoted to the next grade level upon completion of the time in grade requirement and the required training.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA12, VCSOP-1