



**UNITED STATES DEPARTMENT OF THE INTERIOR**

**Southwest Indian Polytechnic Institute**

Human Resource Office  
9169 Coors Blvd NW  
Albuquerque, New Mexico 87120

**VACANCY ANNOUNCEMENT**

**THIS ANNOUNCEMENT MAY BE ACCESSED @ [WWW.USAJOBS.OPM.GOV](http://WWW.USAJOBS.OPM.GOV) AND  
[WWW.OIEPHR.BIA.EDU](http://WWW.OIEPHR.BIA.EDU)**

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**POSITION TITLE & GRADE:** Office Automation Clerk/Assistant,  
GS-0326-2/3/4/5, (Temporary/Permanent Positions)

**SALARY RANGE:** GS-02: \$22,454 - \$28,254 PA;  
GS-03: \$24,499 - \$31,847 PA;  
GS-04: \$27,504 - \$35,753 PA;  
GS-05: \$30,772 - \$40,005 PA;

**LOCATION:** Department of Interior, Assistant Secretary – Indian Affairs, Bureau of Indian Education, Southwest Indian Polytechnic Institute (SIPI), **(DS: Albuquerque, NM)**

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<b><u>ANNOUNCEMENT NUMBER:</u></b>	<b>SIPI ASF 09-02</b>	<b><u>ISSUING DATE:</u></b>	<b>02/09/09</b>
		<b><u>CLOSING DATE:</u></b>	<b>12/31/09</b>

**CONSIDERATION AREA:** Government-Wide / Indian Preference Eligibles / Current Status Employees or Former Employees With Reinstatement Eligibility  
**MUST BE A US CITIZEN TO APPLY.**

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**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

**VETERANS EMPLOYMENT OPPORTUNITIES ACT:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

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**STATEMENT OF DUTIES:** The incumbent uses a personal computer to produce a wide range of documents. Uses software including database management, electronic mail, word processing, spreadsheets, graphics, desktop publishing, and other similar software to enter, revise, sort and calculate, retrieve and finalize data for a variety of purposes. Proofreads material to assure grammatical and typographical correctness and conformity with instructions, guidelines and policies. Assists in maintaining subject matter files and records that relate to the work of the office and records that relate to the work of the office. Prepares and issues government travel requests and travel authorizations. Prepares and types travel vouchers in final and acceptable form from rough drafts. Assists in timekeeping functions for the office/Division/Branch/Unit. Utilizing the automated time and attendance system and/or paper time and attendance reports. Receives visitors and telephone calls to the office, determines the nature of requests and directs callers to appropriate staff or personally providing the information desired when routine or procedural matters of the office are involved. Performs other routine clerical tasks incidental to the function of the office, such as filing, operating copier and maintaining records, manual and handbooks.

**SUMMARY OF QUALIFICATIONS REQUIRED:** (Refer to Office of Personnel Management (OPM) Qualification Standards for Qualifications Standards for Clerical and Administrative Support Positions for additional qualification requirements and substitutions for education <http://www.opm.gov/qualifications/SEC-IV/AGS-CLER.HTM>). Applicants *must meet* the qualification requirements contained in the OPM Standards.

**GENERAL EXPERIENCE:** 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:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level and directly related to the Statement of Duties. Applicants who have the 1 year of appropriate specialized experience, as indicated in the Qualifications Standards table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

**REQUIREMENTS for GS-02 position** are 3 months of general experience **OR** high school graduation or equivalent.

**For GS-03 position** are 6 months of general experience **OR** 1 year of education above high school.

**For GS-04 position** are 1 year of general experience **OR** 2 years of education above high school.

**For GS-05 position** are 1 year of specialized experience at least equivalent to GS-04 position **OR** 4 years of education above high school.

Status applicants **MUST** also meet Time-In-Grade requirements and Time after competitive requirements by the closing date of this announcement.

**EDUCATION:** Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grades GS-3 through GS-5 for all positions except Reporting Stenographer, GS-5. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

**HOW TO APPLY:** It is to your advantage to read the "HOW TO APPLY" section of the OF-612, Application for Federal Employment, which contains guidance on the information that **MUST BE** included in your narrative application or resume to ensure your optimum consideration. The following forms must be submitted in order to have a complete application (PREFERABLY IN THE FOLLOWING ORDER):

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates, Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date, the form can be downloaded from the following website: <http://www.opm.gov/forms/html/sf.asp>.

2. Supplemental Questionnaire, KSA resume, listed in announcement. Failure to respond to the KSA questions may result in loss of consideration.
3. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. **No other form will be accepted.**
4. Form DD-214, if claiming 5 pt. veteran's preference or Standard Form 15 with required proof of entitlement, if claiming 10 pt. veteran's preference.
5. College Transcript is required for verification/documentation.
6. Copy of most recent SF-50, Notification of Personnel Action, for current or former Federal employees.
7. DI-1935, Background Survey Questionnaire, listed in announcement, submission is voluntary and not a required form, available at <http://www.doi.gov/diversity/di1935.htm>
8. Applicant Screening Questionnaire, included in this announcement.
9. Availability summary, included in this announcement.
10. Self-Certification Statement, included in this announcement.

**APPLICATION REQUIREMENTS:** Applications will remain on file for one year from the date they are entered onto the Applicant Supply File Roster. This announcement will be open for the receipt of applications until vacancies are filled or until 12/31/09, whichever comes first. Vacancies may not exist at this time, but applications are being accepted for an applicant pool of such types of positions. Certificate of Eligibles will be issued on an AS-NEEDED basis to fill vacancies and those applications ON FILE AT THE TIME will be considered.

**This office WILL accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.**

**Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.**

**MAILING ADDRESS:**

Bureau of Indian Education  
Human Resources Office  
P.O. Box 10146  
Albuquerque, NM 87184

**PHYSICAL ADDRESS:**

Bureau of Indian Education  
Human Resources Office  
9169 Coors NW  
Albuquerque, NM 87120

**Fax Applications to (505) 346-2343**

**FOR ADDITIONAL INFORMATION:**

CONTACT: Stella L. Lucero

TELEPHONE: (505) 346-2339

**OTHER/SPECIAL REFERENCE:**

- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Upon selection, selectee will be required to complete his/her Declaration for Federal Employment, OF-306.
- These are non-critical sensitive and Moderate Risk Public Trust Position, which requires a favorable applicant screening, the initiation of a background investigation, and a favorable adjudication as condition of employment.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT BE paid.

**CTAP/ICTAP:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection.

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Well-Qualified Definition: The Office of Personnel Management (OPM) has defined well-qualified to be generally those applicants whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements but who would not necessarily meet the definition of highly or best qualified. An eligible CTAP applicant is determined to be well-qualified if he/she meets the following:

- a) OPM qualification standards for the position;
- b) All selective factors, where applicable;
- c) Special qualifying conditions that OPM has approved for the position;
- d) Is physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and
- e) Is rated by the organization at least the "good" or equivalent rating level on all quality ranking factors.

Federal employees Seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5CFR 330.605(a) for CTAP and 5CFR 330/704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP and ICTAP eligible.

**SUPPLEMENTAL QUESTIONNAIRE:** This supplemental questionnaire will be the principal basis for determining whether or not you are highly qualified for this position. Failure to provide supporting documentation may result in a lower or ineligible rating. You should consider appropriate work experience, outside activities, awards, training, and education for each of the following items:

***Failure to respond to the KSA questions may result in loss of consideration.***

1. Knowledge and skill to use a personal computer and a variety of software including database management, electronic mail, and word processing in order to produce a wide variety of documents.
2. Knowledge of spelling, punctuation and correspondence rules to apply to various administrative and technical documents.
3. Ability to meet and deal with management, employees, Tribal officials and the general public in a professional and courteous manner.
4. Knowledge of office procedures and records maintenance to research, distribute, maintain and dispose or retain files accordingly.

On a separate sheet of paper address the SUPPLEMENTAL QUESTIONNAIRE items in narrative form, identify the vacancy announcement number across the top, and sign and date your supplemental questionnaire.

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(please print)

Job Title: Office Automation Clerk/Assistant, GS-326-2/3/4/5 Announcement No: SIPI ASF 09-02

**Notification Requirements**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**AVAILABILITY SUMMARY  
For Applicant Supply File**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(please print)

Job Title: Office Automation Clerk/Assistant, GS-326-2/3/4/5 Announcement No: SIPI ASF 09-02

Please fill in the appropriate blocks relating to the employment and salary you desire. You will be considered only for vacancies at locations indicated as acceptable to you.

1. I will accept temporary appointment for:

- 1 month or less
- 1 to 4 months
- 4 to 12 months
- Less than 40 hours per week or Part-Time
- I will not accept a temporary appointment

2. Lowest grade or salary I will accept is: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature                      Date

**Bureau of Indian Education  
Human Resources Office**

**SELF-CERTIFICATION STATEMENT**

Job Title: Office Automation Clerk/Assistant, GS-326-2/3/4/5 Announcement No: SIPI ASF 09-02

For all positions titled as Office Automation or any clerical position which has parenthetical title of Office Automation (OA), applicants must have typing proficiency of 40 words per minute and knowledge of general office automation software, such as, word processing, personal computers, electronic mail, data base, spreadsheets, etc.

To be eligible for (OA) positions, you must be able to:

1. Type 40 words per minute.
2. Possess knowledge of general office automation software, such as word processing, personal computers, electronic mail, database, spreadsheets, etc.

Please sign and date the Self-Certification Statement and submit with your application or resume.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET FORTH IN THIS SELF-CERTIFICATION STATEMENT FOR:

- TYPING AND KNOWLEDGE OF GENERAL OFFICE AUTOMATION SOFTWARE, (i.e., word processing, personal computers, electronic mail, database, spreadsheets, etc.)

NOTE: A certification statement must be signed and dated for each specific job announcement. A falsification of this statement may be used as grounds for not employing you, or for dismissal.

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(Signature)

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(Date)



