



**FEDERAL JOB OPPORTUNITY BULLETIN
RAMSTEIN AB CIVILIAN PERSONNEL OFFICE**

POSITION: Secretary (OA), GS-0318-06 Permanent Full-Time	ANNOUNCEMENT NUMBER: BM-04OCT046135
AGENCY: Department Of The Air Force	OPENING DATE: 13 October 2004
ORGANIZATION: Office Of Military Cooperation	CLOSING DATE: Open Until Filled. Cutoff Every Thursday By COB.
DUTY LOCATION: Us Embassy Manama, Bahrain	RECRUITMENT CATEGORIES: 1, 2, 3A, 3B, 3C, 3D
AREA OF CONSIDERATION: Commuting Area Of Position	SALARY: \$26,836.00 PA (Step 1)-\$34,891.00 PA (Step 10)

DESCRIPTION OF DUTIES: The purpose of this position is to serve as the principal office assistant performing various administrative and clerical duties in support of the organization. Prepares a wide variety of correspondence, reports, and other documentation. Reviews and processes incoming and outgoing correspondence, materials, publications, regulations, and directives. Receives telephone calls, greets visitors, and ascertains the nature of the calls or visits. Maintains the supervisor's calendar, coordinates meeting arrangements, and schedules meetings and/or conferences. Performs other administrative and clerical work in support of the office/organization. Uses multiple office automation software.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):

- (1) Knowledge of extensive rules, procedures, or operations applied to secretarial and clerical assignments to perform the procedural and administrative work of the office, such as preparing and editing documents, locating and assembling information for various reports, maintaining files/records, and making and preparing travel arrangements.
- (2) Knowledge of office functions to screen telephone calls and visitors, maintain supervisor's calendar, prepare and review correspondence, and perform other substantive or administrative work of the organization.
- (3) Knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports.
- (4) Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs.
- (5) Skill of a qualified typist is required. A minimum of 40 WPM proficiency is required.
- (6) Ability to locate, assemble, and compose information for reports, inquiries, and nontechnical correspondence.
- (7) Ability to communicate effectively, both orally and in writing.
- (8) Ability to plan, organize work, and meet deadlines.

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification Standard for General Schedule positions. One (1) year of specialized experience to at least GS-5 level.

EDUCATION SUBSTITUTION: N/A

COMBINING EDUCATION AND EXPERIENCE: N/A

Individuals hired locally will not normally be authorized Living Quarters Allowance (LQA). On positions identified as Hard-to-Fill or ones usually filled by recruitment from the US, a determination will be made by the Allowances Section of the Civilian Personnel Office at time of tentative selection whether a local hire selectee meets personal eligibility requirements for LQA IAW Department of State Standardized Regulations and USAFE Policy.

REQUIRED APPLICATION FORMS: Please refer to the Ramstein Application Packet provided in the Civilian Personnel Office room 123 or to the web site at www.ramstein.af.mil/435mss/cpo
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

HOW TO APPLY: Applications must be turned in to the Office of Military Cooperation, Box 270, Attn: Deputy Chief USOMC, FPO AE 09834 by the closing date of the announcement OR mailed to 435 MSS/ DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and POSTMARKED by the closing date of the announcement.

POINT OF CONTACT: Customer Service Counter, DSN 480-7092 or commercial 06371-47-7092.

PLEASE SEE REVERSE