



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

POSITION: Secretary (OA), GS-0318-06	ANNOUNCEMENT NUMBER: BM-04JUL970697
AGENCY: Department Of The Air Force	OPENING DATE: 2 August 2004
ORGANIZATION: MILITARY ASST PROGRAM	CLOSING DATE: Open Until Filled. Cutoff Every Thursday By COB. 1 st Cutoff Date 5 August 2004.
DUTY LOCATION: Amman, Jordan	RECRUITMENT CATEGORIES: 1, 2, 3A, 3B, 3C, 3D
AREA OF CONSIDERATION: Federal Wide Commuting Area Of The Position	SALARY: \$26,836 PA (Step 1)- \$34,891 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 recurring and nonrecurring correspondence, reports, and other documents and reviews and finalizes correspondence/documents prepared by others in handwritten or electronic draft. 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 supervisor's calendar, coordinates meeting arrangements, and schedules meeting and/or conferences. Performs other administrative and clerical work in support of the office/organization. Uses varied and advanced functions of word processing software to create, format, modify, edit and print a variety of letters, reports, memos and other textual documents.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):

- (1) Knowledge of filing systems and the subject matter content of the materials being processed
- (2) Knowledge of spelling, punctuation, syntax, and required format.
- (3) Skill in arranging travel, conferences and meetings for an office staff.
- (4) Ability to organize effectively the flow of the clerical work and processes in an office
- (5) Skill of a qualified typist is required. A minimum of 40 WPM proficiency is required.

OTHER SIGNIFICANT FACTS: N/A

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

EDUCATION SUBSTITUTION: N/A

COMBINING EDUCATION AND EXPERIENCE: N/A

INDIVIDUALS HIRED LOCALLY WILL NOT BE AUTHORIZED LIVING QUARTERS ALLOWANCE (LQA), REGARDLESS OF ELIGIBILITY.

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 Ramstein CPO, Bldg 2120, Room 123 between 0800 and 1600, Monday through Friday by the closing date of the announcement OR mailed to 435 MSS/ DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and RECEIVED by the closing date of the announcement.

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

PLEASE SEE REVERSE