



BPA VACANCY ANNOUNCEMENT (#002800-05-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Transmission Field Clerk, GS-303-5/6, Vancouver, WA

OPENING DATE	CLOSING DATE	ANNUAL PAY RATE
10/29/04	11/12/04	GS-5 - \$27,612 - \$35,900 GS-6 - \$30,778 - \$40,016

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only

POSITION LOCATION: Transmission Business Line, Transmission Field Clerk, Construction & Maintenance Services, Central Electrical Services - TFHE

NOTES:

The full performance level of this position is GS-06.

This position may be filled at the **GS-5 or GS-6 level**. You must indicate on your application the grade levels for which you are applying. Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

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

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. 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. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 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 or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

MAJOR DUTIES: This position is located in the Construction and Maintenance Services, Central Electrical Services. Serves as Transmission Field Clerk. Prepares a variety of special or recurring reports from brief oral or written instructions, which may include daily work reports, bi-weekly time reports for hourly and annual employees, substation maintenance reports, and equipment use reports. Manages data entry for various BES computer programs including inventory management, vehicle mileage, training (HRmis), travel, and on-line travel reservations. Sets up and maintains working files in the office and provides clerical or administrative support by responding to non-technical correspondence, preparing forms for all maintenance functions, maintaining catalogs, and posting changes to manuals.

QUALIFICATION REQUIREMENTS: Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge, skill and abilities to perform successfully the duties of the position, and that is typically related to the work of the position. **SPECIALIZED EXPERIENCE** is experience in administrative/clerical processes and procedures performing a variety of support functions related to travel, training, payroll, reports, preparing correspondence, etc.; and/or other related organization processes utilizing word processing skills. To be creditable, the specialized experience must have been equivalent at least to the next lower grade of the position for which qualified.

In addition, typing duties are performed on electronic systems such as word processors, electronic typewriters, personal computers; workstations linked to a computer, and associated equipment such as printers, optical scanners, and modems. Duties of this position require typing skill at the level required under the competitive standard for typist positions. **(If e-mailing your application, you may type your name in the signature block of the certification form. If selected, you may be asked to provide a hand-written signature).**

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-5: Four (4) full years of education above high school.

GS-06: As a general rule, education is not creditable above GS-5 for these positions.

BASIS OF RATING: If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the knowledges, skills, and abilities identified on the attached **Supplemental Qualifications Statement for Transmission Field Clerk, GS-303-5/6**. Applicants should submit the supplemental qualifications statement - Failure to submit may negatively affect your eligibility and/or rating.

NOTE: Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. **Supplemental Qualifications Statement for Transmission Field Clerk, GS-0303-5/6.**

REQUIRED INFORMATION ON RESUME*:

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), salary, hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

****Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center, 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Standard Time (PST) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	http://www.jobs.bpa.gov/	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management

SUPPLEMENTAL QUALIFICATIONS STATEMENT Transmission Field Clerk

INSTRUCTIONS – READ CAREFULLY. The information requested on this form is needed to rate your qualifications for Transmission Field Clerk position. Fill out this form completely and accurately. The questions cover several skills and knowledges, especially regarding whether you received training or were working independently. Your failure to furnish the information in detail may result in an ineligible or lower numerical rating. In addition, previous employers may be contacted to verify dates, duties, and quality of work performed. **You must show the dates the experience/training/education was gained in the blank marked “FROM/TO” (E.G, 2/95 – 3/98)**

SKILL LEVEL DEFINITIONS. Use these skill levels where requested on the SUPPLEMENTAL QUALIFICATIONS FORM to identify your level of experience, training, and expertise in the various areas. Check the appropriate letter of the definition which BEST represents your performance level. If the experience examples in your application do not match the skill level you claim on this form, you will not receive any credit for that section of the form.

A – I am able to independently perform these tasks with a high degree of proficiency and confidence.

B – I consider myself an above-average performer of this function.

C – I am able to perform this function with minimal or no guidance.

D – I have completed formal and/or on-the-job training in this function or I have performed this task under close supervision.

E – I have been exposed to this function on a limited basis. I am aware of it but have not actually performed the duties myself.

SUPPLEMENTAL QUALIFICATIONS FORM

	Element #1. Ability to manage the flow of administrative and clerical processes in an office	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Initiate appointments for supervisors based on knowledge of his or her interests and commitments.						
2	Schedule appointments and meetings, and notify participants according to instructions						
3	Coordinate and arrange facilities and support accommodations						
4	Copy, collate, and compile material for meetings and informal training						
5	Independently assemble meeting agendas, record minutes, and prepare final report for dissemination						
6	Manages appointment schedules for multiple managers/supervisors with diverse functions.						
7	Distribute work to support personnel						
8	Screen mail or other items, which may be handled personally, referring the remainder to the appropriate staff members.						
		High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR

9	Order office supplies and prepare service request forms (i.e. media services, ADP, and facilities requests)						
10	Prepare and maintain time and attendance records in accordance with established policies						
11	Responsible for all necessary travel arrangements (airline, rental car, hotel) based on knowledge of supervisor's preferences and in accordance with established policy and procedures.						
12	Prepare, review, and/or process travel vouchers for compliance with established policy and procedures.						
13	Establish and maintain subject matter and organization files in accordance with established guidelines.						

	Element #2. Ability to effectively communicate with others	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Provide routine information via EMAIL and phone; forward EMAIL/phone traffic as appropriate						
2	Communicate through EMAIL with clarity and using the appropriate tone						
3	Screen calls and EMAIL so that supervisor receives only those most appropriate and refer others to appropriate staff members						
4	Greet and screen visitors so that supervisor receives only those most appropriate and refer others to appropriate staff members						
5	Provide technical and non-technical information relating to the program responsibilities of the organization/office						
6	Establish and maintain internal and external networking channels to facilitate coordination and information flow, and effective working relationships						
7	Contact individuals in person or by phone to resolve discrepancies						
8	Maintain confidentiality, judgment, and diplomacy in contacts with external personnel and internal subordinates, peers, and superiors						
9	Communicate with disgruntled people with tact and diplomacy in order to maintain harmonious work relationships at all levels.						
	Element #3. Ability to research, assemble, and prepare reports	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Study source materials on rules, regulations or policies to maintain						

	needed knowledge.						
2	Search for and provide necessary background information to enable supervisor or staff members to respond appropriately						
3	Research for data using Internet Search Engines (i.e. Yahoo, AltaVista, WebCrawler)						
4	Prepare a wide variety of recurring internal reports and documents from information obtained from the staff, files and other sources.						
5	Present data in visual form, i.e. charts, graphs, PowerPoint presentations						

	Element #4. Ability to compose and review correspondence	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Compose correspondence based on knowledge of organization after being given general instructions						
2	Prepare routine non-technical acknowledgements or simple form letters						
3	Compose correspondence to offices within the organization relating to administrative support and general clerical functions such as letters of transmittal and acknowledgments.						
4	Layout format and spacing for tables, charts, or other illustrations in preparation for typing						
5	Edit correspondence/reports to clarify or adjust style or tone to fit intended audience						
6	Proofread by comparing typed material with source material and correcting or marking corrections as necessary.						
7	Review final correspondence and reports for proper format, completeness, spelling, punctuation, and grammar, enclosures/attachments, signatures, and adherence to established format.						

	Element #5. Skill in the administration of software, and office supplies and equipment	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Operate word processing software (MS Word, Word Perfect, etc.)						
2	Operate spreadsheet software (Excel, Lotus, etc.)						
3	Operate database software (Access, etc)						

4	Operate EMAIL software (MS Outlook, etc)						
5	Use of an Enterprise System (integrated computer software package that supports complex applications; e.g. finance, purchasing, sales, and inventory)						
6	Operate office machines including high-speed copiers, printers, scanners, fax machines, personal digital assistants (i.e. Palm Pilot), etc						
7	Trouble shoot high-speed copiers, printers, scanners, fax machines, personal digital assistants (i.e. Palm Pilot), etc						
8	Maintain accountability for office communications, and supplies and equipment (i.e. cell phones, pagers, Palm Pilot, etc)						

	Element #6 Skill in leadership and management.	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Build and maintain a close partnership with manager(s)						
2	Prioritize projects to meet fluctuating workload.						
3	Delegate work and assignments both up and down the management chain						
4	Participate as a member of the management team and influence decisions and policy						
5	Develop and prepare information for formal and informal training						
6	Train new employees in office operating procedures						
7	Clarify and interpret policy decision for staff and management						
8	Represent manager's position on policy, protocol, and office culture						
9	Act as manager's confidante and sounding board						
10	Make recommendations to managers on office procedures and secretarial resources						
11	Build and lead support staff (teambuilding, training, mentoring)						