

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

30 January 2015

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-014
AMENDED**

POSITION: Administrative Assistant (D1526000) (GS-0303-07) EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE: \$39,570 to \$51,437 per annum

CLOSING DATE: 13 February 2015

AREA OF CONSIDERATION:

AREA I – All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II – All Enlisted members of the Maine Air National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position.

SPECIALIZED EXPERIENCE: Must have (12) months experience for the GS-07 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Specific knowledge of regulations and procedures related to the type of work performed by the function.
2. Skill in gathering information, compiling data, and preparing reports.
3. Skill in communicating both orally and in writing.
4. Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.
5. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, preparing travel vouchers and reports.

6. Ability to establish a filing system, to classify, retrieve, and dispose of materials.

COMPATIBILITY CRITERIA: 3A1X1 **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate of the equivalent may be substituted for (3) three months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent) for 12 months of the required experience. Each 30 semester hours credited must have included at least 6 semester hours of courses which are directly related to the type of work of an Administrative Assistant. **Must provide a copy of a transcript to receive consideration.**

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent Military Technician.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

//s//

LISA M. SESSIONS
CPT, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

D1526000

DUTIES:

This position is located in the Air Commander's Office. The purpose of the position is to provide technical and administrative assistance for programs within the Air Commander's area of responsibility. This support is provided to the Air Commander, Vice Commander, and Chief of Staff or Community Manager.

This position requires military membership. It is designated for National Guard enlisted incumbency only. Incumbent performs duties necessary to accomplish technical and administrative functions in support of programs essential to state Air National Guard daily operations, training, and readiness missions.

--Assists in managing the Internal Management Control Program (IMPC). Gathers and organizes IMCP material, establishes a suspense system, drafts the annual wing plan, and provides accurate information regarding changes in the program and in the status of the IMCP submission by managers. Coaches managers, identifies trends, and develops analysis tools using data from the reports. Advises of systematic strengths and weaknesses. Drafts reports for Air Commander's approval and submission to the Adjutant General, United States Property and Fiscal Office (USPFO), Air Force Audit Agency (AFAA), and National Guard Bureau (NGB).

--Assists the Commander, Vice Commander and Wing Inspector General with planning and coordination of the Command Inspection program. Assists in the development of inspection schedules; coordination of timetables with staff directorates and major commands; development of areas of inspection through analysis of prior inspection reports and identification of previous problem areas. Reviews after action reports submitted by units to help identify ongoing problem areas. Coordinates review of reports with the Inspector General when requested.

--Oversees the Officer Evaluation Program. Monitors suspense dates for submission of Officer Performance Reports (OPR's) to the Vice Commander and Wing Executive Officer. Reviews OPR's for accuracy prior to signature by the command element. Coordinates extension of established suspense dates with the Military Personnel Section. Provides the Air Commander with status of all OPR's and provides assistance to subordinate units when necessary.

--Assists in the development of policy letters which may require researching applicable directives from higher authority, to ensure conflict will not result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval.

-- When assigned by the Air Commander, supports unit personnel in their computer needs by answering routine questions and bringing issues and problems to the attention of Information Management personnel. Documents problems and records trends. Obtains assistance from Workgroup Manager (WGM) to explain complex network concepts. Installs or requests assistance to install and configure application software to run on stand-alone computers or networked systems. Maintains automated configuration control files and registers software to the installation. Requests installation and maintenance of microcomputers, printers and peripheral equipment. Performs limited maintenance and trouble shooting or obtains assistance of WGM to resolve hardware problems. Briefs new personnel on computer operations and performs demonstrations as required.

--Maintains and administers multiple support budgets for the Air Commander's Office. Maintains all files and records. Receives, inputs, monitors, and records all expenditures. Receives, obligates and disperses funds for accounts. Reconciles and audits accounts. Prepares and submits required reports. Resolves problems, issues, and conflicts within the budgets. Sets up controls to monitor expenses during the year and recommends budget adjustments.

--Processes orders for the section, to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Reconciles the orders process with the workday accounting program to ensure validation of orders requirements to include workday management. All transactions are tracked and recorded for reconciliation and audit. Prepares and submits required budget reports.

--Maintains personal contact with functional managers to discuss administrative practices and services, provide technical advice, and guidance, and recommend methods and procedures where necessary. Advises other administrative personnel of latest directives regarding administrative procedures. Provides information, explains the application of regulations, and resolves problems with contacts as they relate to administrative functions.

--Controls access to the Air Commander and/or Vice Air Commander. Maintains their calendar and schedule of appointments. Makes all necessary arrangements for conferences, meetings, and travel. Receives visitors and telephone calls for the Air Commander and/or Vice Commander.

--Reviews incoming correspondence, publications, regulations, and directives, which may affect the supervisor, or programs within the supervisor's purview. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format, policy, and procedural adherence. Maintains office files of correspondence, directives, regulations, and other information.

--Provides for control of all classified documents for the Command Administrative Office. Insures that documents are properly logged and safeguarded.

--Performs other duties assigned.