

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

10 April 2015

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-044
AMENDMENT**

POSITION: Digital Production System Technician (D0971000) (GS-0303-05)
EXCEPTED POSITION

LOCATION: USPFO, NGB Publications Management Center, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$31,628 to \$41,122 per annum GS-05

CLOSING DATE: 5 May 2015

AREA OF CONSIDERATION:

AREA I- Consideration will be given to all qualified permanent and indefinite Maine Army National Guard Enlisted Technicians who apply.

AREA II - All Enlisted of the Maine Army National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-05.

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

GENERAL EXPERIENCE: Experience, training, or education which demonstrates the applicants ability to follow directions, procedures, or systematic work methods which gives evidence of the candidates ability to perform this work.

SPECIALIZED EXPERIENCE: Must have six (6) months experience for the GS-05 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-05

1. Knowledge of basic computer functions.
2. Knowledge of basic printing terminology.
3. Ability to prioritize work.
4. Skill in oral and written communication.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

High school graduate or the equivalent may be substituted for 3 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. For experience required in excess of 24 months, education in schools above the high school level may be substituted at the rate of one academic year of education for 6 months experience.

TRANSCRIPT MUST BE PROVIDED.

COMPATIBILITY CRITERIA: CMF: 42 MOS: 12Y, 92A, 92Y

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

FOR THE DIRECTOR OF HUMAN RESOURCES:

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

0971000

DUTIES:

This position is located in the National Guard Bureau (NGB), Support Services Division, Publications Management Center, at Augusta, Maine. The purpose of this position is to set up, adjust, operate and maintain an electronic duplicating system (Xerox DocuTech System) with sophisticated network, scanning and media conversion capabilities using two or more types of related equipment.

-- Reviews print requests to determine delivery date, type paper stock, color, and image position. Ensures material required is available, or on order. Prioritizes print orders to meet deadlines. Ensures efficient and effective use of equipment.

-- Operates a computer work station to receive and convert job order data into formats suitable for production runs on an electronic duplicating system. Utilizes network software, compact discs or downloads job orders from the internet military web sites or local servers to capture information originated with a wide variety of work processing, graphics, and desktop publishing software packages. Stores images in system until ready for printing or repetitive print orders on tape for future retrieval and use. Selects system features and options required to complete the job according to specifications. Sets up appropriate controls for various enhancement features, e.g., screens. Sets up job specifications (i.e. stitching, single side, two sided, etc.) of documents according to customers print request.

-- Scans hard copies and determines page sequencing and special set-up requirements to select duplicating system settings and appropriate equipment for the job, i.e. single stitch dual stitch, tape binding multi-up, or signature booklet maker. Modifies electronic media as necessary to ensure the best product possible. Programs job specification into system and makes necessary adjustments based on quality of originals. Inspects sample output copies for quality, sequence and adherence to specifications of completed project. Completes production run as specified on print request and forwards to bindery for finishing.

-- Utilizes comprehensive knowledge of printing equipment and operations to resolve problems, answer questions, and assist in on-the-job (OJT) training of production personnel. Reviews all print requests to determine and select appropriate equipment for the job. Maintains adequate supply of production materials, notifying appropriate personnel when procurement of additional materials is required.

-- Serves as network administrator and senior non-supervisory production worker for the electronic duplicating system. Provides printing instructions and/or written procedures to other production workers. Assigns tasks to be performed by individual operators. Works with other operators, setting the pace and demonstrating proper work methods. Assures plans, materials and tools are available and supplies are obtained. Ensures authorized

personnel operate the system and users have been adequately trained to prevent injury to personnel or damage to equipment. Obtains needed information or decisions from Printing Specialist on problems that come up during the workday. Answers questions of operators on procedures, policies, written instructions and other directives. Checks work while in progress and checks with operators to ensure instructions on work sequence procedures, methods and deadlines have been met. Reports to supervisor on status and progress of work and causes of work delays.

-- Ensures safety and housekeeping rules are followed. Enforces OSHA and operating safety standards, especially use of safety equipment. Performs monthly inspection of fire extinguishers.

--Serves as facility environmental representative for primary emergency response team. Ensures total evacuation and ensuring area is safe for return of personnel in cases of fire or drill.

-- Maintains equipment in peak operating condition by managing system resources. Performs daily and weekly maintenance functions in accordance with operating manuals and established procedures, e.g., cleans document glass, screen, and binder; replaces consumable supplies. Repairs/corrects routine mechanical problems and perform preventive maintenance service. Places calls and works with technical service representatives to report problems, seek solutions, and for repairs beyond area of expertise. Utilize extensive knowledge of technical/service manuals and diagnostic tools to locate and correct system problems with equipment. Places call to manufacturer representative or notifies supervisor to report problems/seek solutions; responds to manufacturer prompts to resolve problem

-- Manages system resources, i.e. deleting or storing jobs, deleting files or folders no longer needed. Maintains the electronic file library. Responsible for the security of the system. Creates and maintains customer and user accounts.

-- Performs other duties as assigned