

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

16 July 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-080**

**\*\*\*INDEFINITE\*\*\***

**POSITION:** Secretary (OA) (D0834000/D0832000) (GS-0318-05/06) EXCEPTED POSITION

**LOCATION:** Deputy Chief of Staff Operations, Augusta, Maine

**SALARY RANGE:**

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

\$35,256 to \$45,828 per annum **GS-06**

**CLOSING DATE:** 31 July 2014

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted Technicians in the Maine Army National Guard.

**AREA II** - All Enlisted of the Maine Army 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:** Experience performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.); stenographic (taking and transcribing shorthand).

**SPECIALIZED EXPERIENCE:** Must have six (6) months experience for the GS-05 level, nine (09) months experience for the GS-06, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

### **GS-05**

1. Knowledge of rules, regulations and procedures for establishing and maintaining files and records.
2. Skill in the performance of clerical duties.
3. Ability to follow written and oral instructions.
4. Skill in communicating both orally and in writing.

### **GS-06**

1. Knowledge of procedures required to maintain leave records for Technicians and AGR's.
2. Skill in to preparing forms required for various personnel actions.
3. Ability to follow written and oral instructions.
4. Knowledge of grammar, spelling, punctuation and required formats.

**OTHER REQUIREMENT: Must be able to type a minimum of 35 words per minute. Must provide proof to receive consideration/credit.**

**COMPATIBILITY CRITERIA:** CMF: 42

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of 2 academic years of full-time business school or 2 academic years of education above the high-school level will satisfy the requirements for GS-05. **Applicant must provide a copy of transcripts to receive credit.**

**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](mailto: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 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

25.

DUTIES:

This position is located in an Army or Air National Guard organization or unit. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates in the management of the office by applying a good working knowledge of the organizational functions and procedures in order to relieve the supervisor(s) of clerical and administrative support work.

-- Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Provides information desired when routine or procedural matters of the office are involved.

-- Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from supervisor. Keeps informed of supervisors whereabouts to assure minimum delay concerning important messages or visitors.

-- Receives incoming correspondence, screens material prior to distribution, establishes controls, and follows up for the supervisor.

-- Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Returns such communications to originator for correction. May advise and instruct subordinate offices to obtain higher degree of compliance with general policies and correspondence procedures.

-- Maintains office files of correspondence, directives, regulations, and other convenient information.

-- Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports.

-- Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material.

-- Performs other duties as assigned.

**DUTIES:**

This position is located in an Army or Air National Guard organization or unit. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates intensively in the management of the office by applying a good working knowledge of the program under control of the supervisor(s) and relieves the supervisor(s) of clerical and administrative support work.

-- Receives visitors and telephone calls. Exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Personally takes care of many matters and gives out administrative and readily available substantive information to callers.

-- Keeps the supervisor's calendar. Schedules appointments, meetings and conferences without prior clearance based upon personal knowledge of supervisor's workload and current issues of importance. Reminds supervisor of appointments and furnishes information from files or schedules briefings by others in preparation for scheduled meetings. Reschedules appointments when it is apparent that supervisor cannot meet previous schedules. During supervisor's absence, maintains a chronological record of events including official visitors, decisions to be made upon return, unfinished business requiring attention, and related matters. Keeps informed of supervisor's whereabouts.

-- Prepares responses to requests for general information concerning the organization's functions from source material. Anticipates need for information and prepares material so that it is immediately available for supervisor's needs. In the absence of the supervisor, assumes responsibility for ensuring that requests for action or information are made known to responsible officials who can satisfy the request. Follows up on required actions and informs supervisor of status.

-- Makes arrangements for conferences and meetings, including such matters as location, schedule, agenda and attendance list. Assembles background material. Attends meetings and performs associated duties. Reminds supervisor and staff members of commitments made and monitors progress until the work is completed.

-- Reads incoming correspondence, publications, regulations, and directives which may affect the supervisor. Determines those that can be acted upon personally and drafts replies to general inquiries not requiring a technical knowledge of the program. Obtains clarification of instructions from originating offices or other appropriate points. Determines which items are of importance or interest to the supervisor and refers them accordingly. Determines which subordinate echelons of the organization are affected and ensures that chiefs of these organizations are informed. Assists in interpreting instructions and establishing required actions. Maintains suspense records on incoming correspondence and action documents and follows up on work in process to ensure timely reply or action.

- Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Returns such communications to author for correction. Advises and instructs subordinate offices to obtain higher degree of compliance with general policies and correspondence procedures. Signs routine correspondence of a nontechnical nature.
  
- Provides assistance in the procedural aspects of the office, including distributing work to clerical personnel; explaining report requirements and arranging for submission of data into general reports; and informing and instructing technical and clerical personnel in the preparation of correspondence.
  
- Maintains office files of correspondence, directives, regulations, and other information.
  
- Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports.
  
- Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material.
  
- Receives requests for information including specialized or classified material from military and civilian persons. Information is frequently provided from personal knowledge of organizational operations. When information is not readily available, advises when it may be expected.
  
- Performs other duties as assigned.