

**Excepted Appointment Announcement for Schedule A/VRA
U.S. Department of Transportation (DOT)
Federal Highway Administration (FHWA)**

Position Title	Part-Time Administrative Operations Assistant (OA)
Series and Grade:	GS-0303-05
Salary Range:	\$16.54 – 21.50 Per Hour
Job Location:	628-2 Hebron Avenue, Glastonbury, CT 06033
Citizenship:	U.S. Citizenship is Required
Number of Positions:	1

Background: Federal Highway Administration (FHWA)

The FHWA is charged with broad responsibility of ensuring that America's roads and highways continue to be the safest and most technologically up-to-date. This position is located in the Connecticut Division Office and will serve as a member of a support team for the Division Office.

Overview:

As an Administrative Operations Assistant you will work as part of a team providing a wide variety of administrative and clerical services, and management support to the Division Office. Your work will be accomplished through use of office automation equipment and processes. You will be required to type at least 40 words per minute with a maximum three word error rate.

Primary Duties:

- You will compose responses to requests for information or prepare draft responses for use by staff in preparing final documents. You will be responsible for paperwork management, including records and reports control, timely submission of documents, screening and distributing incoming mail and assigning action or personally responding to inquiries. You will also review documents to ensure applicability, timeliness, and appropriateness; narrative documentation is verified to support recommendations. You will proofread outgoing mail prepared for the signature of the requestor.
- Establishes and maintains subject and project files, as needed, and maintains an up-to-date subject file index.
- You will utilize a computer and a variety of office automation software for managing files, spreadsheets, work processing, database, menus, and communications. You will also work with agency information systems. The applications include MSWord, MSEXcel, GovTrip, Project Tracking System, automated time and attendance system, and an electronic training management system. You will assist as a resource on matters pertaining to application software and input data on environmental documents into Division Office Project Tracking System.
- Screens calls and visitors. Personally handles many inquiries or directs them to the appropriate staff or agency. Schedules meetings, appointments and conferences for staff without prior clearance. Maintains calendar of these activities.

- As part of the support team, you will provide back-up for other team members in their absence.

Qualifications:

Experience:

You must have one year of specialized experience equivalent to the GS-04 grade level. Specialized experience must be experience that has equipped you with the particular knowledge, skills, and abilities to perform successfully the primary duties mentioned above, and that is typically in or related to the work of the position to be filled. If you have one year of specialized experience, you are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Specialized experience consists of:

- Experience operating a computer, including the Microsoft Office suite of programs, i.e., MS Word, MS PowerPoint, MS Excel, and MS Outlook while using correct grammar, spelling, punctuation, and formatting
- - Experience providing clerical and administrative support to a team of individuals

Education Requirement:

Successfully completed education above high school level in any field for which high school graduation or equivalent is the normal prerequisite is creditable at grade GS-05. This education must have been obtained in an accredited business, secretarial, or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

Reasonable Accommodations:

The DOT provides reasonable accommodations to applicants and employees with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify Mr. Ronald Roberts at Ronald.roberts@dot.gov. Reasonable accommodation decisions are made on a case-by-case basis.

Equal Opportunity Employer:

All eligible and qualified candidates will be considered regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or other non-merit factors.

How to Apply:

Please forward your application (résumé and Schedule A letter) by close of business (5:00 PM EST), Monday, January 30, 2012, to Mr. Ronald Roberts at Ronald.roberts@dot.gov or by fax to 404-562-3705. **In the subject/attn line, please be sure to include the title, series, grade, and location of the position.** To be considered, all applications must be accompanied by a current Schedule A letter from a vocational rehabilitation counselor, a DD214 from the Armed Forces, and/or a Disability Determination letter from the Veterans Administration.