

**Excepted Appointment Announcement**  
**Schedule A/VRA**  
**US Department of Transportation**  
**Federal Highway Administration (FHWA)**

<b>Position Title</b>	Part-Time Office Clerk
<b>Series and Grade:</b>	GS-0303-05
<b>Salary Range:</b>	\$16.54 – 21.50 Per Hour
<b>Job Location:</b>	628-2 Hebron Avenue, Glastonbury, CT 06033
<b>Citizenship:</b>	U.S. Citizenship is Required
<b>Number of Positions:</b>	1
<b>Announcement Opens:</b>	August 16, 2012
<b>Announcement Closes:</b>	August 24, 2012

**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 Office Clerk you will perform moderately difficult and responsible work in office operations for the Connecticut Division Office requiring: (a) a moderate amount of training and general office experience; (b) good working knowledge of office procedures and practices; and (c) the exercise of independent judgment in accordance with well-established policies, procedures and techniques. You will be responsible for a variety of administrative tasks including word processing, filing, and copying material for the office. The incumbent will use Microsoft Word and Excel software and Outlook e-mail to accomplish the work. Following are some of the typical activities to be performed:

- Answer telephone and greet visitors to the office;
- Type routine correspondence and various commonly used forms and reports;
- Transmit, receive, and distribute e-mail to the appropriate individuals;
- Receive and distribute incoming mail;
- Perform other administrative work such as photocopying, collating, alphabetizing, etc.
- Assist with maintenance of the Division's electronic and hardcopy central files;
- Assist in preparing documents for mass mailings;
- Other duties as needed to keep the office running smoothly including short assignments to perform duties of other administrative staff that may be absent.

## **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](mailto: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/or Schedule A letter or VA Disability Letter and DD214) by close of business (5:00 PM EST), Friday, August 24, 2012, to Mr. Ronald Roberts at [Ronald.roberts@dot.gov](mailto: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, or a DD214 from the Armed Forces, and a Disability Determination letter from the Veterans Administration.