

**Excepted Appointment Announcement
Veterans and/or People with Disabilities
U.S. Department of Transportation (DOT)
Federal Highway Administration (FHWA)**

Position Title, Series, and Grade: Part Time Administrative Technician, GS-0303-05/06
Salary Range: GS-5: \$16.54 - \$21.50
GS-6: \$18.43 - \$23.96
Job Location: 628-2 Hebron Avenue, Glastonbury, CT 06033
Citizenship: U.S. Citizenship is Required
Number of Positions: 1
Announcement Closes: Wednesday, May 22, 2013

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.

Position Summary:

This position is located in the Federal Highway Administration. The employee serves as administrative assistant to the supervisor and staff members in the day-to-day management of administrative support functions within the office.

Ideal Candidate:

The ideal candidate for this position is an individual with experience in providing office and administrative support in a quality manner, with a strong customer service focus and the ability to facilitate communication among office staff, partners and service providers.

Duties: Serving as the Administrative Technician you will:

- Communicate with various administrative management divisions (e.g., Human Resources, Management Services, etc.) in the preparation of personnel requests, training forms, new employee forms, and/or time and attendance reports.
- Perform a variety of administrative tasks, such as purchasing a variety of supplies and office equipment; Making arrangements for meetings and conferences; maintaining records and files; answering and referring incoming telephone calls and visitors; and reviewing and distributing incoming correspondence.
- Use various software to draft and finalize a variety of correspondence and documents.
- Review outgoing correspondence for clarity, procedural and grammatical accuracy, appropriate format, proper clearances, and conformance to policy.

Qualifications:

Experience: You must have one year of specialized experience equivalent to the next lower 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.

GS-5 – Specialized Experience:

Experience providing clerical or administrative support and using automated office systems such as word processing, electronic mail and other communications software, data gathering and reporting, time and attendance reporting, travel planning and vouchering, and personnel and training request preparation

Education Requirement: Substitution

GS-5

4 years above high school - 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.

Combining Education and Experience: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements at grades GS-5 level.

Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) *beyond the second year* is equivalent to 6 months of specialized experience.

GS-6 - Specialized Experience

In addition to the above GS-5 experience; Experience providing assistance in the area of records management, including filing, records maintenance and/or disposition.

There is no education substitution available at the GS-6 level.

Proficiency Requirement: In addition to meeting experience or education requirements, applicants must be able to type 40 words per minute. Applicants may meet this requirement by self-certifying their proficiency. Performance test results and certificates of proficiency are acceptable for 3 years.

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 email or fax your application (résumé, Schedule A letter and/or VA Disability Letter and DD214) by close of business (5:00 PM EDT), May 22, 2013, to 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, licensed medical practitioner, or representative from an agency that issues disability benefits, or by a disability letter from the Veterans Administration stating the percentage of your disability, and your DD214.