



RECRUITMENT BULLETIN

**Planning and Environmental Division
Administrative Support Office Assistant (OA) GS-0303-4
Duty location: Mobile, AL**

Date Opened: 25 March 2024

Date Closed: 08 April 2024

Salary Range: \$36,209 - \$40,245

This employment opportunity is being completed under the Direct Hiring Authority for Critical Hiring Needs NTE 18 months

Temp appointments will be for up to 1 year. May be extended up to 6 months. May not exceed 18 months in total.

***Type of position:** Temporary not to exceed 18 months.

***Work Schedule:** Full-time

About the position: The purpose of this position is to perform a wide variety of duties which support the administrative functions of the office. Works under the general supervision, receiving work assignments with objectives, priorities, and deadlines defined.

Duties of the position:

- Receives visitors and phone calls, personally provided information requested or directs to staff members who contacts that require attention or action.
- Maintains files, including scanning historical files.
- Obtains and handles mail in a timely manner.
- Sorts and distributes mail for necessary actions.
- Assists senior staff members as needed.

In order to qualify for the GS-0303-04 position, you must meet the education and/or experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application.

Specialized Experience: One year of general experience. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled, such as maintaining historical files, scanning documents, greeting individuals into the area, and answering telephones.

OR

Education: Two years of education above the high school level obtained in an accredited business, secretarial or technical school, junior college, college or university.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide your semester hours of by 60. Add the two percentages.

*** Multiple vacancies may be filled under this bulletin**

How to Apply: Resumes and transcripts (if using education to qualify) must be received by 11:59 PM, Wednesday, 10 April 2024. Please include detailed information about your experience in your resume. Specifically, follow the format as provided under USAJOBS, resume builder that provides hours per week, complete from and to dates for positions held, etc. Unofficial transcripts will be accepted. If selected, official transcripts will be requested. E-mail complete resumes, optional cover letter/statement of interested and unofficial transcripts to: Jennifer.L.Jacobson@usace.army.mil
In the subject line of your email please reference: RPA 24MAR24RLCESAM0939274.

*****Do not send resumes with photos or PII (Personally Identifiable Information) as this will result in not receiving consideration*****