



**CIVILIAN CAREERS IN DEPARTMENT OF THE NAVY
THROUGH THE
HUMAN RESOURCES SERVICE CENTER
SOUTHWEST REGION**

**GENERAL ADMINISTRATION, CLERICAL,
AND OFFICE SERVICES GROUP**

Levels. Clerical (GS-1-5, DG-A-I, NG-1-4), technical (GS-5-7, DA/DS/DT-I, DG-I-II), and administrative/professional (GS-5-15, DA-1-III, DP-I-IV, DS-III, NT-4-6) positions.

Functions. Administer, supervise, or perform work in management and/or program analysis; information technology system administration, operation, and programming for information processing and data processing support; stenography, typing, correspondence, secretarial work; mail and file work; the operation of office appliances; operation of communications equipment, use of codes and ciphers, and procurement of the most effective and efficient communications services; the operation of microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment; and other work of a general clerical and administrative nature.

Job Locations. Most jobs are located in office settings on military installations or in leased spaces throughout the southwest. However, some positions may work in specialized areas such as labs and secured spaces. Some positions may be located in foreign areas and/or require foreign travel. Not all series and grades are available in all locations.

Series Available within the General Administration, Clerical, and Office Services Group.

(Positions are in General Schedule (GS) and Demonstration Project (DA/DG/DP/DS/NT/NG pay plans.)

0301 - Misc. Admin/Program Work (Typically includes work of more than one series within this group.)	0319 - Closed Microphone Reporter	0350 - Equipment Operator
0302 - Messenger	0322 - Clerk-Typist	0356 - Data Transcriber
0303 - Misc. Clerk/Assistant (Supports all disciplines within General Administration)	0326 - Office Automation Clerk/Assistant	0357 - Coding Clerk
0304 - Information Receptionist	0332 - Computer Operator	0382 - Telephone Operator
0305 - Mail and File Clerk	0334 - Computer Specialist	0390 - Telecommunications Processor
0309 - Correspondence Clerk	0335 - Computer Clerk/Assistant	0391 - Telecommunications Specialist
0312 - Clerk Steno/Reporter	0340 - Program Management	0392 - General Telecommunications Operator
0318 - Secretary	0341 - Administrative Officer	0394 - Communications Clerk
	0342 - Support Services Specialist	0399 - Student Trainee (Administrative/Office Support)
	0343 - Management/Program Analyst	
	0344 - Management Clerical/Assistant	
	0346 - Logistics Management	

Knowledge Requirements. Most positions in this group require knowledge of general clerical and office processes related to the work of the organization supported GS-0343 Program Analysis/Management and Administrative Officer positions require analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. GS-0334 Computer Specialist positions require knowledge in planning, designing, developing, acquiring, documenting, testing, implementing, integrating, maintaining, or modifying systems for solving problems or accomplishing work processing by using computers. GS-0346 Logistics Management positions require knowledge of logistics management operations that involve planning, coordinating, or evaluating the logistical actions needed to support a specified mission, weapons system, or other designated program. GS-0390/2/4 Clerical and Technical positions in Telecommunications require knowledge of telecommunications equipment operation, while GS-0391 professional positions require technical and analytical ability in order to plan, develop, acquire, test, integrate, install, utilize, or modify telecommunication systems, facilities, services and procedures.

Starting Salaries. Visit web site www.opm.gov/oca/payrates/index.htm to obtain current salary information for the area(s) where you are interested in working. You may also call HRSC-SW Faxback at 1-800-831-0622 to request a faxed copy of a pay table (press option 7 at the main menu, then option 1, and then option 2 to receive a catalog of documents from which to select the appropriate pay table). Demonstration Project pay tables are not available on the web site; however, they are available by Faxback.

Area of Consideration. Resumes accepted will receive consideration as vacancies occur within geographical areas identified by applicants. Management will specify the area of consideration for specific vacancies. Area of consideration may be limited to the activity where the vacancy exists or to a subdivision of the organization. Management may opt to consider candidates other than those who specifically applied for the series of a vacancy.

Promotion Potential. Some positions may have promotion potential to a higher grade than the grade at which filled. Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

Supervisory Probationary Period. A one-year probationary period will be required for first-time managers/supervisors.

Temporary Promotions. Competitive Temporary Promotions may be made using rosters established from this flyer and may subsequently be made permanent without further competition.

Security/Physical/Drug Testing Requirements. Some positions require a security clearance, successful completion of a physical examination, and/or a pre-employment drug test. Selection is tentative pending satisfactory completion of these requirements.

APPLICANT INFORMATION

When to Apply. You may submit your resume at any time. Individual vacancy listings will not be posted, so to assure you do not miss an opportunity, **submit your resume now.**

Who May Apply. Current or former permanent Federal employees eligible for promotion, reassignment, transfer, or reinstatement; eligible Nonappropriated Fund employees; Veterans' Readjustment Authority (VRA) eligibles; 30% Disabled Veterans; applicants appointable under the Persons with Disabilities Employment Program; current students; recent college graduates who are outstanding scholars (GPA of 3.45 or better); Executive Order 12721 eligibles; or other appropriate appointing authority. Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after three years or more of continuous active service may apply. Upon request by HRSC-SW, you must be able to provide documentation to support your appointability.

How to Apply. A typewritten resume no more than five pages in length is the only acceptable application format. Address past experience that prepared you for the work for which you wish consideration. The HRSC-SW Applicant Kit contains specific information on how to apply and tips to assist you in preparing your resume. You may call 1-800-831-0622 to request a faxed copy (press option 7 at the main menu, then option 1, and request document no. 1050). You must respond to the questions listed on the Additional Data Sheet provided with the Applicant Kit and with this flyer. You may provide these responses on a separate piece of paper (does not count toward the 5-page resume limit) or at the end of your resume. Be sure to indicate the series in which you are interested. You may designate interest in as many series as you like, but if you do not designate at least one series, your resume will be returned. If the data requested on the Additional Data Sheet is not provided, your resume will be returned and you may miss consideration for employment.

You may have only one resume on file at a time; however, you may submit an updated resume at any time. When an updated resume is received, your new resume will replace the one already on file. You may also use the update process when you wish to add series for which you wish consideration. Your update must list ALL series in which you are interested (not just additional ones).

You may submit your resume and your responses to the questions on the Additional Data Sheet by e-mail (preferred) or by U.S. mail:

By e-mail: E-mail your resume in the body of your message. Do not send as an attachment. Submit to wantajob@sw.hroc.navy.mil.

By U.S. mail: HRSC-SW
Attn: Code 53 (0300)
525 B Street, Suite 600
San Diego, CA 92101-4418

If submitting your resume by e-mail, do not send anything other than your resume and your responses to the Additional Data Sheet questions. Questions and/or comments about your resume cannot be responded to because it will not be reviewed by our staff until it is matched to a vacancy.

Priority Placement/Consideration Programs. All positions are subject to mandatory consideration and placement programs. If you are a displaced employee of a non-DOD Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP). To obtain complete information on this program, visit our web site at www.dasnhroc.navy.mil.

Qualification Requirements. All eligibility and qualifications requirements must be met by the cut-off date for the position.

Positions at grade level GS-3 require six months of general experience.

Positions at grade level GS-4 require one year of general experience.

Positions at grade level GS-5 and above require one year of specialized experience equivalent to the next lower level in work related to the position to be filled. Education may be substituted. A four-year degree qualifies at the GS-5 level.

Proficiency Requirements. In addition to the above qualification requirements, the following positions have the following proficiency requirements: Clerk-Typist, Office Automation positions and Secretarial positions require the ability to type 40 words per minute (wpm). Data Transcribers must be able to operate an alphanumeric data transcribing machine or type 20 to 25 wpm. Clerk-Stenographers and Stenographers must type 40 wpm and maintain a dictation speed of 80 to 120 wpm depending on the grade level of the position. Closed microphone reporters must maintain a 175 wpm dictation speed.

Relocation expenses may or may not be authorized. If you are applying for a geographic location other than your current one, it is suggested that you indicate at the end of your resume whether or not you are willing to relocate at your own expense.