



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: November 2, 2009
CLOSING DATE: November 13, 2009

Vacancy Announcement #: AF-RCC-30-09-192

Number of Vacancies: Few

POSITION TITLE: **Administrative Assistant AD-0303-00**

AREA OF CONSIDERATION/PAY RATE PER HOUR:

Dallas Regional Census Center, Local Census Offices (Throughout Texas, Louisiana, and Mississippi)

TEXAS

Abilene, TX - \$9.75	Denton, TX - \$12.75	Midland, TX - \$11.25
Amarillo, TX - \$10.50	Edinburg, TX - \$9.50	Plano, TX - \$15.00
Austin, TX - \$15.50	El Paso, TX - \$11.50	San Angelo, TX - \$9.75
Beaumont, TX - \$12.00	Fort Worth, TX - \$13.75	San Antonio, TX - \$12.75
Bedford, TX - \$13.75	Harlingen, TX - \$9.50	Sherman, TX - \$10.75
College Station - \$10.25	Harris County, TX - \$16.00	Sugar Land, TX - \$13.75
Conroe, TX - \$12.50	Houston, TX - \$16.00	Texas City, TX - \$15.75
Corpus Christi, TX - \$11.25	Laredo, TX - \$9.50	Victoria, TX - \$10.75
Corsicana, TX - \$10.00	Longview, TX - \$11.00	Waco, TX - \$10.50
Dallas, TX - \$15.75	Mesquite, TX - \$15.75	Williamson Co, TX - \$14.50

LOUISIANA

Baton Rouge, LA - \$13.00	Lafayette, LA - \$12.00	New Orleans, LA - \$15.75
Hammond, LA - \$11.75	Lake Charles, LA - \$10.50	Shreveport, LA - \$10.75
Houma, LA - \$13.00	Monroe, LA - \$9.50	

MISSISSIPPI

Harrison Co., MS - \$13.25	Meridian, MS - \$ 9.50	Tupelo, MS - \$9.50
Jackson, MS - \$11.25	Southaven, MS - \$9.50	

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of extension.

WHO MAY APPLY: All Current Census Employees

AREA OF CONSIDERATION: Dallas Regional Census Center, Local Census Offices (Throughout Texas, Mississippi, and Louisiana). Eligible applicants will only be considered for one Local Census Office based on the boundaries of the Local Census Offices listed above. Your address determines which Local Census Office you will be considered for. **Applicants must live within 50 miles of the area of consideration and the county/parish or zip code in which the Local Census Office services.**

DUTIES: Incumbent serves as an Administrative Assistant to the Local Census Office manager. Receives and reviews incoming correspondence and other materials. Incumbent answers inquiries of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature. Forwards appropriate materials and other correspondence to members of the staff for their action. Monitors and controls documents requiring action by a specific date and insures such deadlines are met. Screens calls and refers them to appropriate staff members. Maintains supervisor's calendar, and schedules appointments and meetings. Briefs supervisor on appointments and meetings. Makes all necessary arrangements for meetings. May be asked to attend some meetings. Sets up and maintains files.

You must be a U.S. citizen to qualify for this position.

You must be at least 18 years of age at the time of closing of this announcement.

BASIS OF RATING:

Applicants are required to pass a Bureau of the Census written exam. CALL 1-866-861-2010 to schedule a time and place to take the Non-Supervisory test. The application process will be explained at the time of testing if you are unsure how to apply. Testing must be completed by the close of business on November 19, 2009 and applications must be received by the close of business (COB) of the closing date in this announcement. If you have already taken the Non-Supervisory(Field/Clerical) test, you will not need to retake the test, but you will need to apply for the position.

Bring two forms of identification to the test session to verify employment eligibility, one being a State or Federal ID with photo. Please allow 3 hours for the testing session. Seating is limited- no one will be admitted once testing begins. This agency provides reasonable accommodations to applicants with disabilities.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy, contact Brendan P. Haymaker, Human Resources Specialist, (214) 267-6900.

HOW TO APPLY: Each applicant MUST submit the following 2 documents:

- (1) Optional Application for Federal Employment (OF-612), or a resume, listing your work duties and accomplishments relating to the job for which you are applying. If only one application is received, you will be considered only for the lowest grade level in your application.
- (2) An OF-306, Declaration for Federal Employment at www.opm.gov/forms

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration. **Remember to call and schedule a time to take the Non-Supervisory(Field/Clerical) Test.**

- **Recruiting Bulletin number and title**

- **Full name, mailing address (including email address and zip code), day and evening phone numbers (with area code).**

- **Social Security number**

- **Country of citizenship (this Federal job requires U.S. citizenship).**

- **Veteran's Preference –**

- Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference.
- Applicants claiming 5-point- veteran's preference must submit a DD-214 to receive preference. For more information on Veterans' Preference, go to www.opm.gov/veterans.

- **Highest Federal civilian grade held (if applicable)**

- **Highest education level achieved.** Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.

- **Paid and non-paid work experience related to the position.** For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

-**Job-related: training courses** (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- **Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.**

Individuals with a disability may request reasonable accommodations by calling (214) 267-6900, or (800) 563-6499.

APPLICATION DEADLINE: All applications **MUST be received by the closing date** of the Vacancy Announcement. Applications received after this due date will not be considered. All documents must be submitted and received at the address listed below or hand carried. If you apply using any other method, your application will not be considered. **We will not accept faxed or emailed resumes/applications.**

SEND APPLICATIONS TO:

Bureau of the Census
Dallas Regional Office
2777 N. Stemmons Freeway, Suite 200
Dallas, Texas 75207
ATTN: Brendan P. Haymaker, Human Resources Specialist

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment, OF-306, to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Abuyout@ and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
1-800-563-6499
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AND AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.