

# NGTC      JOB BOARD

**BUSINESS NAME:** Department of Homeland Security

**JOB TITLE:** Office Automation Clerk

**JOB LOCATION:** Port of Charleston, SC

**DATE POSTED:** 13 April 2009

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**Open Period: 13 April 2009 – 24 April 2009**

**Job Title:** Office Automation Clerk: position is located at a seaport and the student is working in an office environment; actual work location within the seaport will depend on needs of the agency; in order to continue employment, student must be enrolled in school and in good standing.

**Qualifications/Requirements:** KEY REQUIREMENTS: must undergo a background investigation and drug test and must be at least 16 years of age for federal employment

Eligibility requirements for STEP:

1. Must be enrolled in high school (pursuing a GED), an accredited college or university, taking at least a half-time course load (minimum of two classes). This position is designed to provide work experience indirectly related to the student's academic program or career goals and prepare the participant for conversion to a Student Career Experience Program (SCEP) appointment if applicable.
2. This program requires a commitment and signed agreement by the student, educational institution and agency. **STUDENTS MUST REMAIN IN GOOD STANDING TO CONTINUE IN THE PROGRAM.**

Note: Students may be enrolled in non-traditional curriculums, which do not require them to be in actual physical attendance in an accredited school. Education may be pursued through correspondence, video-taped lecture/instruction, the internet, or telecom and video-telecon media. Once the student no longer meets the student eligibility requirements, their appointment will be terminated immediately. Students may change their schedules during non-course time (summer, school holidays, etc) from part time to full time at the discretion of the agency.

**Hours:** part time (20-40 hours per week)

**Salary:** \$17,540-\$24,156 per annum; \$8.40-11.57 per hour

**Additional information on the program may be found at:**

[www.opm.gov](http://www.opm.gov) and typing in "Student Employment Programs" in the search box. To obtain an OF-612, visit same website and click on the "Forms and Publications" icon, click on the "Optional Forms" icon, then click on the appropriate link to "OF-612".

See below for How to Apply instructions.

**HOW TO APPLY: TO APPLY FOR THIS ANNOUNCEMENT, SUBMIT THE FOLLOWING DOCUMENTS TO COMPLETE YOUR APPLICATION PACKAGE:**

1. Optional Form-612\* or resume. If submitting resume, information should contain same information found on Optional Form 612. Please specify the duty location for which you are applying on your documentation.
2. Recent proof of high school or college courses enrollment showing current course load
3. Copy of most recent transcript which shows credit for prior course load
4. Current proof of enrollment on official school letterhead indicating that you are in good standing

**COMPLETE PACKAGE MUST BE MAILED TO THE FOLLOWING ADDRESS:**

Department of Homeland Security

Customs & Border Protection

Attn: Valerie Boone

1699 Phoenix Parkway, Suite # 400

College Park, GA 30349

**Application packages postmarked after the closing date, hand carried, or incomplete will not be considered.**

Please call Valerie Boone at 678-284-5909 should you have questions or require additional information.

To learn what other positions are listed with North Georgia Technical College, students may contact the Career Services Department of North Georgia Technical College:

E-mail: [cdc@northgatech.edu](mailto:cdc@northgatech.edu)

Or Call: Daniel Gregg, Director, 706-754-7728 from 8:30 am-5:30 pm, Monday thru Thursday

Lee Addis, Assistant, 706-754-7825 from 8:30 am-3:45 pm, Monday thru Thursday