

NGTC JOB BOARD

BUSINESS NAME: US Fish & Wildlife Service, Southeast Region

JOB TITLE: Student Temporary Experience Program (STEP)-Office Automation Clerk

JOB LOCATION: Atlanta, GA

DATE POSTED: 8 June 2009

JOB DESCRIPTION: Temporary Summer Position: The Office Automation Clerk position provides an opportunity for students to gain valuable administrative work experience that supports the occupational fields in Southeast Region, Budget, Planning & Financial Services office. duties may include obtaining and reviewing financial information, imputing and querying information in the financial system, operating office automation equipment (scanner, copier, computer, and facsimile), creating spreadsheets, uploading data, digitizing files and archiving files.

QUALIFICATIONS/REQUIREMENTS: Applicants must be US citizens. Applicants must be accepted for enrollment, or enrolled, as a degree-seeking student at an accredited technical or vocational school, or 2 or 4 year college or university and have a 2.0 GPA. If the student is enrolled, they must be taking at least a half-time course load as defined by the school.

SALARY: \$12.22/hour-\$15.35/hour; salary will vary depending on the duties to be performed and the qualifications of the student.

HOW TO APPLY:

APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS. PLEASE COMPLETE, SCAN AND EMAIL ALL DOCUMENTS TO THE ADDRESS BELOW. LATE AND INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR CONSIDERATION:

- Resume describing past/present school and work experiences
- Declaration for Federal Employment (OF 306)
http://www.opm.gov/forms/pdf_fill/of0306.pdf
- Students should submit a copy of his/her most recent transcript along with a school letter certifying you are enrolled and in good standing
- Veterans wishing to receive preference must indicate eligibility and include a DD-214
- Dept. of Interior Applicant Background Survey (DI-1935-Used for data collection and statistical purposes only)

Email all completed required application materials to: fw4_dcr@fws.gov. Write “2009 BPFs Clerk” in subject line.

All required information must be received by email no later than June 15, 2009.

Complete Applications received by June 15, 2009 will be referred to the program selecting official. If you are in consideration for the position, the selecting official will make direct contact with you to discuss the position. because of the high volume of applications received, only applicants considered for selection will be notified.

U.S. DEPARTMENT OF THE INTERIOR APPLICANT BACKGROUND SURVEY

GENERAL INSTRUCTIONS

In boxes 1 to 3, please print using capital letters only. Read each item thoroughly before circling the appropriate codes in boxes 4 and 5. Enclose this form with your application package or mail it directly to the same address.

1. Vacancy Announcement No.:

STEP – BPFS

2. Position Title:

Student Temporary

3. Name (Last, First, MI):

YOUR PRIVACY IS PROTECTED

This information is needed to determine if our recruitment efforts are reaching all segments of the country, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you.

Your voluntary responses are treated in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. This form will be destroyed after the position is filled.

The only information associated with your name in our computer system is whether you have returned the completed form, so that we may follow up if no response has been received. Your responses are stored as a tally for the *group of all applicants for this vacancy* in a manner that cannot be associated with any individual application. No information taken from this form is ever placed in a Personnel file or Personnel data base.

Thank you for helping us to provide better service.

4. How did you learn about this position? (Circle up to three codes).

01 – Private information service
02 – Magazine
03 – Newspaper
04 – Radio
05 – TV
06 – Poster
07 – Private Employment Office
08 – State Employment Office
(Unemployment Office)

09 – Agency Personnel Department (bulletin board or other announcement)
10 – Agency or other Federal government recruitment at school or college
11 – Federal, state, or local Job Information Center
12 – Religious organization
13 – School or college counselor or other official
14 – Friend or relative working for this agency
15 – Friend or relative not working for this agency
16 – Internet or World Wide Web
17 – Other (Specify)

5. Identify yourself in each category: (Circle the appropriate codes.)

<p>Ethnicity:</p> <p>D – Hispanic or Latino</p> <p>N – Not Hispanic or Latino</p>	<p>Race (circle one or more)</p> <p>A – American Indian or Alaska Native</p> <p>B – Asian</p> <p>C – Black or African American</p> <p>G – Native Hawaiian or Other Pacific Islander</p> <p>E – White</p>	<p>Sex:</p> <p>M – Male</p> <p>F – Female</p>
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<p>Do you have any physical and/or mental disabilities?</p> <p>Y - Yes N – No</p>	<p>If yes, do you have one or more of the following targeted* disabilities? Circle all that are applicable:</p> <p>Deafness</p> <p>Blindness</p> <p>Missing Extremities</p> <p>Partial/Total Paralysis</p> <p>Convulsive Disorder</p> <p>Mental Retardation</p> <p>Mental Illness</p> <p>Distortion of Limb/Spine</p> <p>* The Equal Employment Opportunity Commission targets these disabilities for extra recruitment efforts.</p>
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PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number.

The estimated burden of completing this form is 3 minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the U.S. Department of the Interior, Director, Office of Civil Rights, 1849 C Street, NW, MS-5230, MIB, Washington, DC 20240.

PRIVACY ACT STATEMENT

GENERAL: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), for individuals completing Federal records and forms that solicit personal information.

AUTHORITY: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES: The form will only be seen by DOI Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in conformance with the requirements of Federal law. Only summary data is reported, and only in a format which can not be broken out by individual applicants. No individual data is ever provided to selecting officials.

EFFECTS OF NONDISCLOSURE: Providing this information is voluntary. No individual personnel selections are made based on this information.

DI Form – 1935 (04/09)

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

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