

Department Of Homeland Security

Job Title: Clerk/Assistant

Department: Department Of Homeland Security

Agency: DHS Headquarters

Job Announcement Number: DSHQ11-443566-STEP

SALARY RANGE: \$22,115.00 - \$44,293.00 /year
OPEN PERIOD: Tuesday, March 01, 2011 to Tuesday, March 15, 2011
SERIES & GRADE: GS-0303-01/05
POSITION INFORMATION: Full Time Temporary NTE September 30
DUTY LOCATIONS: Many vacancies - Washington DC Metro Area, DC
WHO MAY BE CONSIDERED: United States Citizens

JOB SUMMARY:

Secure the Homeland

Proud to Protect

We are looking for people who want to contribute their skills and talents to help preserve our Nation's freedoms and secure our homeland. The mission of the US Dept of Homeland Security is carried out every day by the dedicated men and women who answer the noble calling of public service with courage and enthusiasm. With a diverse and critical mission, we lead the unified effort to secure America. DHS fosters a culture that values and promotes diversity, teamwork, flexibility and innovation.

In Headquarters, we coordinate, plan, and guide the Department's work across all DHS components. Careers in Headquarters include, research, administration and management, legal work, budget and finance, cyber security, infrastructure protection and intelligence analysis. Our Services touch every U.S. citizen, and our goal is to secure our country across land and sea. Come join the team that is "Proud to Protect."

Looking for the mission of a lifetime? The U.S. Department of Homeland Security Headquarters seeks motivated students looking to contribute their unique insight, skills and talents to support the important mission of securing the homeland. Our Headquarters offices offer paid summer internship opportunities for high school students as well as full-time and part-time college or university students. Academic credit may be awarded in accordance with the appointee's work schedule and his/her individual college or university policies. The DHS Headquarters Summer Employment Program offers opportunities for students to gain on-the-job experience during the summer of 2011.

Participants in the program will be given the opportunity to meet senior DHS officials, tour Washington, D.C. landmarks and offices, and participate in monthly intern activities.

KEY REQUIREMENTS:

- You must be a U.S. citizen to apply for this position.
- You must be a student enrolled at least half time to be eligible to apply.
- You must pass a background investigation and fingerprint check.
- This announcement may be used to fill one or more vacancies
- This is a Temporary appointment not-to-exceed September 30, 2011

Additional Duty Location Info:

Many vacancies - Washington DC Metro Area, DC

If selected for this position, you will:

- Answer phones;
- Receive visitors;
- Prepare, compose, or review correspondence;
- Process and deliver mail;
- Perform other administrative and support responsibilities that may be needed

QUALIFICATIONS REQUIRED:

Applicants who meet the basic eligibility requirements for employment consideration will be rated for minimum qualifications as described in the Office of Personnel Management (OPM) Qualification Standards Operating Manual. Additional information about these standards can be obtained at <http://www.opm.gov/qualifications/standards/group-stds/gc-cler.asp>.

In order to be eligible for a STEP appointment, you must be enrolled or accepted for enrollment as a full or part-time degree (diploma, certificate, etc.) seeking student in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school. **Selected candidates will be required to submit a copy of their transcripts (high school or college) and a letter of enrollment or acceptance for enrollment for the 2011-2012 academic school year prior to appointment.** An unofficial transcript may be submitted with your application, however official transcripts will be required prior to your official start date.

Outlined below is the education requirements for each specific grade being recruited.

- GS-1 Applicants must be enrolled in High School or equivalent.
- GS-2 Applicants must have either a High School Diploma or equivalent and/or three months general experience.
- GS-3 Applicants must have one year of education above the High School level and/or six months general experience.
- GS-4 Applicants must have two years of education above the High School level and/or one year of general experience.
- GS-5 Applicants must have four years course of study above the high school level and/or one year of specialized experience at the GS-4 level.

You may qualify by a combination of experience and education. This experience may have been gained in either the public or the private sector. One year of experience refers to full-time work; part-time work is considered on a pro-rated basis.

Qualifications must be met prior to beginning the position.

If qualifying based on your education, you must submit a copy of your high school or college transcript OR a list of college courses with credit hours, dates completed, and grades received to verify education. Unofficial transcripts will be accepted. Official transcripts will be required if you are selected for the position.

Education completed in foreign colleges or universities may be used to meet the above requirements. You must show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Please visit OPM's web site at <https://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> for additional information on this topic.

Background Investigation: To ensure the accomplishment of its mission, the Department of Homeland Security (DHS) requires each and every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully complete a background investigation for suitability clearance as a condition of placement in this position. This review includes financial issues such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs.

HOW YOU WILL BE EVALUATED:

To view the online questionnaire, [View Assessment Questions](#).

Note: Failure to reflect your responses to the questionnaire in your resume will reduce your chances of being referred to the selecting official.

Applications will be reviewed for minimum qualifications according to the grade level the applicant specifies they wish to be considered for in the assessment.

Application of Veterans' Preference: Veterans who show proof they meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed above the non-veterans on the referral list sent to management.

BENEFITS:

Transit Subsidy is provided to all interns. No additional benefits are provided to temporary employees.

OTHER INFORMATION:

Promotion Potential: There is no known promotion potential.

Other Information:

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the Interagency Career Transition Assistance Program (ICTAP) or the Career Transition Assistance Program (CTAP). Eligible ICTAP/CTAP employees within the commuting area must (1) submit documentary evidence of eligibility (Reduction-in-Force (RIF) notice or certificate of expected separation or other agency certification), (2) submit all required documents specified in the announcement, and (3) be rated as "Well Qualified" for this position. To be considered well-qualified, you must be rated in the well-qualified category. Well-qualified for ICTAP/CTAP is the same as defined in the Quality rating categories.

All employees are required to participate in Direct Deposit/ Electronic Funds Transfer for salary payments.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

HOW TO APPLY:

To apply for this position, you must provide a complete Application Package which includes:

1. Your Résumé
2. A complete Occupational Questionnaire
3. Additional Required Documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Tuesday, March 15, 2011. Failure to provide complete information WILL result in you not receiving consideration for this position.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following Vacancy ID GV443566. Fax your documents to **1-478-757-3144**.

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#),
2. Print this 1203FX form to provide your response to the occupational questionnaire <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf> , and
3. Fax the completed 1203FX form along with any supporting documents to **1-478-757-3144**. Your 1203FX will serve as a cover page for your fax transmission.

NOTE: If applying online poses an extreme hardship, you may request alternate application procedures to submit your application package by fax. Please contact the Human Resources office listed on the announcement between the business hours of 8:00 a.m. and 4:00 p.m., Eastern Time, at least two working days prior to the closing date of this announcement.

The application package for alternate application procedures must be submitted and received in the Human Resources office no later than 11:59PM Eastern Standard Time (EST) on the closing date of this announcement.

NOTE: Paper applications and information sent by mail WILL NOT BE ACCEPTED.

REQUIRED DOCUMENTS:

The following documents are required (if applicable):

1. **Resume** or OF-612 "Optional Application for Federal Employment" or any other written format you choose is **REQUIRED** to submit your application for consideration.
2. **DD-214**, Certificate of Release or Discharge from Active Duty, **MUST** be provided in order to receive veterans preference. If a DD-214 Form is not available at the time of application, applicant **MUST** submit proof of honorable discharge or terminal leave status or active duty status. Veterans with a service connected disability and others claiming 10 point preference **MUST** provide a copy of the letter from the VA or branch of service showing disability dated after 1991 and are encouraged to submit Form SF-15 http://www.opm.gov/forms/pdf_fill/SF15.pdf. **IFYOU DO NOT SUBMIT ALL OF THE REQUIRED DOCUMENTATION, YOU WILL NOT RECEIVE ADDITIONAL VETERAN PREFERENCE POINTS.**

3. A **copy of academic transcripts** OR a list of college courses with credit hours, dates completed, and grades received to verify education. (If this information is not provided, your education may not be appropriately evaluated, and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty. Unofficial transcripts will be accepted.

APPLICANTS ARE ADVISED TO BLACK OUT THE FIRST 5 DIGITS OF SOCIAL SECURITY NUMBERS ON ANY SUPPORTING DOCUMENT(S) SUBMITTED WITH APPLICATIONS.

AGENCY CONTACT INFO:

Shirelle Green
Phone: (202)357-8777
Email: SHIRELLE.GREEN@DHS.GOV

Agency Information:
Department of Homeland Security
Headquarters
DO NOT SEND POSTAL MAIL
Washington, DC 00000

WHAT TO EXPECT NEXT:

The process of consideration of applicants may take several weeks.

Notification Process: Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted. You will be informed of the outcome via e-mail. **Note:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select *Application Status*, and click on the *more information* link under the application status for this position.