



U.S. FISH & WILDLIFE SERVICE SOUTHEAST REGION

www.fws.gov/southeast/

Office Assistant (Office Automation)

JOB!



Accepting applications for Office Assistant (Office Automation)

Cutoff Date: December 23, 2009

The U.S. Fish & Wildlife Service mission is the protection, conservation and enhancement of fish, wildlife, and their habitats.

Position Information: **1 Vacancy** - This is a Temporary Appointment Not-to-Exceed 12 months. At management's discretion, this appointment may be extended. This temporary position provides eligibility for the employee to earn leave, but DOES NOT include eligibility to receive Federal retirement coverage, health insurance, and life insurance. TEMPORARY APPOINTMENTS DO NOT CONFER COMPETITIVE STATUS AND DO NOT LEAD TO PERMANENT APPOINTMENTS.

Duties: This position is located in the Regional Office of the Southeast Region of the U.S. Fish and Wildlife Service, Atlanta, GA, Budget and Administration (B&A), Division of Engineering. The position is established to serve as primary point of contact for all engineering program regional office and field personnel, informing and instructing on various administrative procedures regarding agency-established regulations and procedures for the preparation and clearance of correspondence (including construction submittals) and administrative/personnel matters (preparing SF-52s, travel documents, etc.). The employee performs small office purchases/requisitions and tracks miscellaneous expenses in the Services financial tracking system, working in coordination with division Budget Assistant and Budget and Finance in the Regional Office. In particular, the position is responsible for ensuring all controlled property is properly inventoried and accountable records are current. The employee will initiate actions such as: identifying who needs to respond, notifying an appropriate person(s), compiling response and keeping the Regional Engineer/staff appropriately notified/informed of actions/inquiries.

Qualification Requirements for the GS-7 level: EXPERIENCE - 1 year specialized experience equivalent to at least the GS-6 level that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Examples of qualifying specialized experience include performing administrative functions (e.g., travel, correspondence, timekeeping, and/or filing), using office procedures and equipment, and conducting computerized literature searches.

Note: You must possess the ability to type at a minimum rate of 40 words per minute with a minimum of three mistakes. (You must self-certify your typing speed on your resume)

Pay Rate: Entry level at GS-7- \$39,687 per annum

Location: Atlanta, Georgia

Eligibility Requirements: Applicants must be U.S. citizens. Applicants must be able to pass a background investigation.

How to Apply: (Submit the following documents)

- Resume describing past/present school and work experiences.

Mail to: U.S. Fish and Wildlife Service
ATTN: Sandra Cue

Email to:
or sandra_cue@fws.gov

1875 Century Blvd, Suite 370
Atlanta, GA 30345

Fax to: 404/679-4199

All required information must be received by mail, email or fax no later than December 23, 2009. Late and incomplete applications will not be accepted.

If you are in consideration for a position, a hiring 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. Fish and Wildlife Service is an Equal Opportunity Employer