



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement No: USUN-NS024
Position Title: Secretary (WAE)
Office and Location: Management Section
Series and Grade: GG-318-5/6/7
Salary Range: \$33,187 - \$53,438

Open Continuous
Supervisory: No

Security Clearance Required: Top Secret

Who may apply: OPEN TO ALL SOURCES

Special conditions affecting this announcement: This is a personal services contract position equivalent to the GG-318-5/6/7 with no benefits. This position does not constitute an appointment as a Federal employee, nor does it confer eligibility for conversion to a Federal position. Applicant must be a U.S. citizen.

DUTIES: This position is located in the U.S. Mission to the United Nations. Serves as secretary for several officers/advisors in the Mission during the Annual General Assembly (September through December).

- Incumbent is responsible for providing the full range of secretarial duties. As such, the incumbent is responsible for assuming and performing a variety of secretarial and administrative duties essential to the operation of the office.
- Serves as a source of information on secretarial and administrative policies and procedures, ensuring that practices and procedures used by secretarial staff is consistent with Mission requirements and style.
- Receives, screens, reviews and makes proper disposition of all incoming mail and other materials; attends to proper distribution and reviews all outgoing correspondence for compliance with established policy. Assembles pertinent attachments and information as appropriate.
- Establishes, organizes, maintains, researches files, records, manuals, handbooks and other related material in accordance with requirements. Pays particular attention to the proper handling of classified material.
- Supports scheduling and administrative needs of visitors.
- The incumbent performs office automation requiring the use of software applications and computer equipment. Prepares correspondence, reports, technical documents, forms and other office support materials. Types and formats cables, letters, speeches and memoranda and important correspondence. Helps organize representational events.
- Plans domestic and foreign trips. Makes hotel and travel arrangements, reservations and prepares vouchers.
- If needed may be called at any time to serve in the Executive Office.

QUALIFICATION REQUIREMENTS: Applicants must have the required experience or education as described below and meet any selective factors, when specified.

BASIC REQUIREMENTS: Candidates must meet the basic requirement for the Clerical and Administrative Support Positions outlined in the OPM Qualification Standards. In addition to the basic requirements:

- Candidates must have at least one (1) year specialized experience equivalent to the next lower level in the Federal Government. Such Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position.
- Creditable service must demonstrate:
 - Knowledge of administrative procedures;
 - Ability to maintain cooperative liaison with other organizations;
 - Ability to control and review correspondence for spelling, grammar, punctuation and procedural requirements;
 - Ability to research and summarize background information;

- Ability to schedule and coordinate meetings and travel, manage the flow of visitors and telephone calls.
- Knowledge, Skills and Abilities (KSAs) will be used in the rating process. To receive maximum consideration, applicants should submit a supplemental statement with a narrative description of their experience, education, training, outside activities and awards related to each KSA.

**MANDATORY – In addition to your application –
ON A SEPARATE SHEET OF PAPER PLEASE ADDRESS EACH RANKING FACTOR –**
Provide a good example of what you have been doing in each capacity that would qualify you for this position. Summarize experience/training and education related to each of the Ranking Factors and submit this with your applications package.

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, training, awards and supervisory appraisal indicate they possess the knowledge, skills, and abilities described below.

1. Knowledge of English grammar, spelling, punctuation, and required formats.
2. Skill in operating Office Automation systems.
3. Ability to meet and deal with the public.
4. Ability to establish priorities.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

PROFICIENCY REQUIREMENT: Applicant must be able to type 40 words per minute and pass a grammar test. Both the typing and the grammar test are administered on site.

BASIS OF RATING: You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which show the degree to which you possess the knowledge, skills and abilities listed on this vacancy announcement.

Applicants must be a U.S. Citizen.

COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit a current performance appraisal** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible **must submit** proof of eligibility.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. For maximum consideration all applicants **should** submit information that addresses the ranking factors on the front of this announcement.
6. For an electronic copy of this vacancy announcement and OF-612 Federal Application, see the U.S. Mission to the UN Web Site at <http://www.un.int/usa>.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 140 East 45th Street, New York, NY 10017, Attn: Brian Springer, Human Resources Specialist, Room 418, e-mail address: SpringerBW@state.gov

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WOULD BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.