Job Announcement Number

NE-12585580-AR-25-010

Overview

Job Title

COMPUTER ASSISTANT (AVN INFO SPEC)

Agency

Army National Guard Units

Open & Closing Dates

10/22/2024 to 09/26/2025

Salary

$59,966.00 to $77,955.00 Per Year; Announcement is Open Until Filled; First review will be 12 Nov 2024 with a review every 7 days thereafter, if needed.

Locations

Lincoln, Nebraska

Telework Eligible

Yes - as determined by the agency policy.

Relocation Expenses Reimbursed

No

Work Schedule

Full-time

Promotion Potential

None

Supervisory Status

No

Drug Test

No

Trust Determination Process

None

Bargaining Unit Status

No

Department

Department of the Army

Hiring Organization

N/A

Application Count

N/A

Pay Scale & Grade

GS-9

Remote Job

No

Travel Required

Occasional travel - You may be expected to travel for this position.

Appointment Type

Permanent

Service

Excepted

Job Family (Series)

0335 - Computer Clerk And Assistant

Security Clearance

Not Required

Position Sensitivity And Risk

None

Financial Disclosure

No

Summary

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This National Guard position is for a COMPUTER ASSISTANT (AVN INFO SPEC), PD# D1074000and part of AASF #1, NEARNG.

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Marketing Link

http://ne.ng.mil/Pages/Home.aspx

This Job Is Open To

Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

Nebraska National Guard Area 1,2 & 3 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a COMPUTER ASSISTANT (AVN INFO SPEC), GS-0335-9, duties include:

-Creates local modifications to the STAMIS system. Modifications within and among systems are created to provide for the communication of data between testing platforms and the STAMIS system. Results are used to ensure the timely and accurate exchange of maintenance, supply and operational data between individual aircraft laptop computers and the Local Area Network (LAN). Works with multiple operating systems with guidelines that are not always specific or may not exist. Monitors the transfer of data between aircraft laptops and LAN computers to ensure data integrity is maintained. Monitors data back-up systems.

-Ensures data and data files are accurately entered into a system through the Local Area Network (LAN). Monitors database files from outside sources (e.g., inspection master files, component master files and reportable item files) to ensure data integrity and applicability. Restores deleted data files as necessary. Utilizes Standing Operating Procedures (SOP's) in the event of ULLS-A failure.

-Troubleshoots common or recurring problems experienced by laptop users. Creates database inquiries to access local information stored in the ULLS-A. Assists AASF users in preparing locally designed reports. Creates, edits and saves database queries. Prioritizes work and necessary repair actions to ensure operating systems function correctly.

-Ensures reports accurately reflect individual aircraft status. Oversees AMSS processes for daily recording and reporting of aircraft/subsystem readiness and end-of-period reports. Maintains and updates unit parameters and aircraft/weapon systems authorization files to ensure calculated readiness rates are available.

-Serves as the Terminal Area Security Officer (TASO) with security oversight over AASF ULLS-A system components. Manages ULLS-A network security protection mechanisms. Assigns, secures, stores, and maintains user IDs, passwords and controls individual and group access to the ULLS-A system. Provides advice and recommendations for using and safeguarding ULLS-A data and resources against unauthorized disclosure, modification, access, use, destruction or denial of service. Trains or works with personnel on ULLS-A changes and procedures. Prepares presentations, utilizing computer programs, as required.

-Performs other duties as assigned.

Requirements

Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.
Males born after 31 December 1959 must be registered for Selective Service.
Obtain/maintain the level of security clearance/background check required
May be required to successfully complete a probationary period.
Direct Deposit is mandatory
Individuals with military incentive bonuses may be subject to recoupment.

Qualifications

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.

OPEN AREAS OF CONSIDERATION: AREA 1, 2 and 3

DEFINITION OF AREA(S) OF CONSIDERATION:
AREA 1: Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.
AREA 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.
AREA 3: Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.
AREA 4: All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the

effective date of hire.

MILITARY REQUIREMENTS:
Compatible military grade and assignment required prior to the effective date of placement. This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Army National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

Military Grades: Maximum: CW4/E9; Minimum: W01/E5; Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216

Compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

Security Clearance/Background Check requirements:
In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska National Guard Personnel Security Manager - kalee.m.boden.mil@army.mil; 402-309-8319.

GENERAL EXPERIENCE: Experience, training, or education which demonstrates the applicants ability to follow directions, procedures, or systematic work methods which gives evidence of the candidates ability to perform this work. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE:
GS-09: Must have at least least 1 year experience at the previous lower grade or equivalent experience maintaining continuity of production control; coordinating work load priorities and scheduling multiple requirements. Experience applying optional methods to new or developmental requirements and provide for program dependencies and priorities. Experience identifying computer requirements or techniques associated with the development and design of data processing systems. Experience in planning and programming requirements related to computer systems or applications.

Education

Completion of 2 academic years of education in an accredited college or university will satisfy the requirements for GS-4 positions. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience for GS-5 positions.

Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (https://www.sss.gov/RegVer/wfRegistration.aspx).

Benefits Link

https://www.abc.army.mil/

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Data and Content Management, Information Technology Customer Support, and Technical Competence

To preview the assessment questionnaire, please use the following link: https://apply.usastaffing.gov/ViewQuestionnaire/12585580

Required Documents

Required Documents

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

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.
Use this link for Resume Tips.

2. **Other supporting documents (optional)**
   - Cover Letter
   - DD-214
   - Other
   - Other Veterans Document
   - SF-50
   - Transcript

How To Apply

How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (https://my.usajobs.gov/Account/Login), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: https://www.usajobs.gov/Help/how-to/application/status/.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE AASF 1
2601 NW 25th Street
Lincoln, NE 68524

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants

The initial cut-off date for first consideration is 11:59 pm, CST, 12 Nov 2024; applications received by this date will have the first opportunity for review. Applications received after this date will be given consideration only if there is a need for further review. If further reviews are required, they will occur weekly or until a certificate of eligibles is exhausted.

Release URL

Release URL

https://www.usajobs.gov/GetJob/ViewDetails/815241200