

Job Announcement Number

NE-12118673-AR-23-143

Overview

Job Title	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	09/14/2023 to 10/02/2023	Application Count	N/A
Salary	\$46,696.00 to \$60,703.00 Per Year; ANNOUNCEMENT IS OPEN TILL FILLED, FIRST REVIEW WILL BE 20 SEP 2023, WITH A REVIEW EVERY 7 DAYS THEREAFTER	Pay Scale & Grade	GS-7
Locations	Lincoln, Nebraska	Remote Job	No
Telework Eligible	Yes - as determined by the agency policy.	Travel Required	Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed	No	Appointment Type	Permanent
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	0303 - Miscellaneous Clerk And Assistant
Supervisory Status	No	Security Clearance	Not Required
Drug Test	No	Position Sensitivity And Risk	Non-sensitive (NS)/Low Risk
Trust Determination Process	National security		

Summary

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This National Guard position is for a ADMINISTRATIVE SUPPORT ASSISTANT (OA), Position Description Number D1263000 and is part of G4-SMM, Nebraska Army National Guard.

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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 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a ADMINISTRATIVE SUPPORT ASSISTANT (OA), GS-0303-7, duties include:

- (1) Advises regarding the practical and technical aspects of office administration, to include budgeting, purchasing, supply, personnel, word processing, and files management; and performs staff support work in each of these areas.
- (2) Updates the office's supply sources; purchases supplies, equipment, and services through open market purchase by blanket agreement, cash or field purchase order, or similar methods; processes and tracks purchase documents;
- (3) Collects data for the office-operating budget, reviews submissions for proper format and compliance with budget requirements, and consolidates material into an annual office budget. Sets up controls to monitor expenses during the year; and recommends budget adjustments including restructuring budget allocations or work plans to deal with changing situations such as varying costs for equipment parts, or services, and changes in the availability of funds. Maintains and transfer funds between several unrelated appropriated fund accounts and several revolving fund accounts. The accounts are subject to different regulations and procedures.
- (4) Serves as the Records Management Coordinator for the organization. Ensures subordinate activities maintain official files in accordance with regulatory and published guidance. Provides instructions to personnel to ensure that the records program is executed properly. Provides for control of classified documents for the organization. Insures that documents are properly logged and safeguarded. Tracks virtually all financial, personnel, supply, and other administrative transactions as the documentation flows through the office in both electronic form and on paper. Maintains and revises the office filing system.
- (5) Collects maintenance and/or logistics program information from personnel, enters it into electronic or manual information systems, and searches for it as requested; schedules use and maintenance of computer equipment; enters and retrieves information from a variety of systems; and helps field office employees to use the various computer systems.
- (6) Serves as the focal point for all personnel actions in the organization. Initiates personnel actions as needed to include performance evaluations, standards, job announcements, and SF-52 actions. Maintains a register of pending actions and suspense dates. Completes requests for personnel actions; distributes forms and instructions for annual performance ratings; and ensures timely, proper completion of all personnel documents. Reviews documents for accuracy, format, and compliance with applicable regulations.
- (7) Accomplishes travel arrangements for the office to include travel and hotel reservations, travel orders, and coordinates visits. May serve as the travel account program manager. Reconciles un-liquidated obligations to maximize funds utilization and may serve on the Program Budget Advisory Committee (PBAC).
- (8) Prepares and monitors appointment/delegation letters and other additional appointments for all subordinate activities. Maintains an official file of all appointments and makes recommendations for changes or deletions based on personnel or policy changes. Prepares and distributes appointments and other duty assignments.
- (9) Coordinates joint directorate inspections such as NGB, Army IG, and Army Audit Agencies, and other external agencies. Assists in the development of inspection schedules, coordinates with managers, develops inspection areas through analysis of previous inspection results, and highlights known vulnerabilities and problem areas. Maintains historical records on all previous external inspections.
- (10) Assists in the development of policy letters, which may require researching applicable directives from higher authority, to ensure that no conflict will result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval.
- (11) Work requires general knowledge of the maintenance and/or logistics mission and functions of the office; and understanding of how the office's various administrative services relate to one another and to the office's mission. Work also requires broad understanding and detailed procedural knowledge of budget, purchasing, personnel, and information processing functions of the office.

Performs other duties as assigned.

Requirements

Conditions Of Employment

9/14/2023 12:04 EDT

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

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: E9; Minimum: E1; 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.

Compatible Military Assignments:

Enlisted MOS: 25B 36B 42A 51C 88M 88N 89A 89B 92A 92F 92Y

Individual does not have to be currently assigned to one of these career fields or be considered for this position; however 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 - jennifer.l.good10.mil@mail.mil; 402-309-8145.

GENERAL EXPERIENCE: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have at least 12 months experience in the interpretation and application of regulations, procedures or laws. Experience that provided a working knowledge of administrative functions. Experience demonstrating the ability to advise lower graded

employees. Experience working independently and setting priorities with very little supervisory control.

Education

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>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

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):

Customer Service (Clerical/Technical), Manages and Organizes Information, and Writing

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12118673>

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 SMM
2433 NW 24th 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

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/749106800>