

# HOT JOB OF THE WEEK

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## Human Resources Assistant

### *Drug Enforcement Administration*

Challenge yourself! You have the power to help combat drug trafficking. Be a part of DEA! It's tough work, but a vital mission. Whatever your background or expertise, your work at DEA will be tremendously rewarding because it will have a daily impact on national security and the quality of life of all Americans.

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for Drug Enforcement Administration applicants.

USAjobs.gov control number: 1164247

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#### **In your position as a Human Resources Assistant you will:**

- Be responsible for processing the full range of personnel actions and performing related technical and clerical functions.
- Monitor, coordinate, and provide information to facilitate the human resources activities of the work unit.

#### **Requirements:**

- Must have one year of specialized experience equivalent to the next lower grade level performing work in a human resources environment.
- Must have four years of education above high school.

**Salary:** \$31,751 - \$56,624 per year

**Location:** Arlington, VA

**Application Deadline:** March 16, 2009

**Contact Information:** Help Desk  
1145 Broadway Plaza Suite #800  
Tacoma, Washington 98402  
Fax: 253 573-9869  
Phone: 253 573-1877-209

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