



Job Title: Office Automation Assistant, GS-0326-07
Department: Department Of Homeland Security
Agency: U.S. Coast Guard
Sub Agency: United States Coast Guard
Job Announcement Number: XX-XX-XXX-XX

SALARY RANGE: \$43,208.00 - \$56,174.00 /year
OPEN PERIOD: Wednesday, April 13, 20XX to Wednesday, April 27, 20XX
SERIES & GRADE: GS-0326-07/07
POSITION INFORMATION: This is a full-time position. This is a permanent appointment.
PROMOTION POTENTIAL: 07
DUTY LOCATIONS: 1 vacancy – Los Angeles, CA
WHO MAY BE CONSIDERED: This vacancy is open to all U.S. Citizens.

JOB SUMMARY:

For over two centuries the U.S. Coast Guard has safeguarded our Nation's maritime interests in the heartland, in the ports, at sea, and around the globe. We protect the maritime economy and the environment, we defend our maritime borders, and we save those in peril. This history has forged our character and purpose as America's Maritime Guardian - Always Ready for all hazards and all threats.

This position is located in the Department of Homeland Security, U.S. Coast Guard, Pacific Area/District Eleven, Airstation, Los Angeles, CA.

KEY REQUIREMENTS:

- U.S. Citizenship is required.
- Must possess a typing speed of 40 words per minute.

Duties

The primary purpose of the position is to perform a variety of office automation and clerical work using any combination of word processing, database management, spreadsheet and electronic mail software.

Duties include:

- Performs data entry and review of all Electronic Aircraft Logbook, Aviation Computerized Maintenance System Avionics Tracking System, AMMIS, Aviation Logistics Maintenance Information System and Technical Information Management Operating System records.
- Generates routine and on-demand reports.
- Maintains aircraft logbooks, files, tech library and other aircraft records in accordance with appropriate Coast Guard instructions.
- Sorts and distributes aviation system documentation such as ACMS cards, publication updates.
- Creates, edits, assembles, and/or copies a variety of standard documents using prescribed formats.

- Transmits and receives electronic mail using personal computers networked to other computers through a central processing unit.
- Generates tables and lists.
- Performs extensive editing functions.
- Enters, revises, sorts, calculates and retrieves data for standard reports.
- Uses graphics software to provide symbols, charts and graphs for presentations.

Qualifications and Evaluations

QUALIFICATIONS REQUIRED:

Completed at least 1 full year of specialized experience performing a variety of clerical and administrative duties that included the use of word processing, database management, spreadsheets, or other similar office automation applications software and transmitting, receiving and acknowledging electronic mail and messages; assembling data from files; compiling tabular material; utilizing graphic software to provide graphic symbols, charts, and graphs for viewgraphs; and receiving visitors and callers for an office.

Specialized experience is experience 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 position to be filled.

All qualification requirements must be met by the closing date of the announcement.

HOW YOU WILL BE EVALUATED:

The U.S. Coast Guard system simplifies the Federal application process by replacing the former KSA/JOB ELEMENT statements with on-line self-assessment questions. Your resume and responses to the self-assessment questions are an integral part of the process for determining your qualifications for the position. Therefore, you must support your responses to the self-assessment questions by providing examples of past and present experience in your resume.

To preview questions please click here.

Benefits and Other Info

BENEFITS:

The Coast Guard offers excellent benefits. For information pertaining to our benefits, visit Coast Guard Civilian Careers.

You should also visit [Working for the Federal Government](#)

OTHER INFORMATION:

Please be aware that applicants will be required to complete questions contained on the [Declaration for Federal Employment \(OF-306\)](#) at the time a tentative job offer is made. If selected, at the time of appointment, selectees will be required to update the OF-306. Certain responses on the form could pose a problem with suitability for employment determinations e.g., an affirmative answer to a conviction of a felony.

If you are selected for this position, you will be subject to a determination of your suitability for Federal employment.

Recruitment incentives may be authorized.

Males born after 12/31/59 and at least 18 years of age must be registered with the Selective Service System. Visit [Selective Service Registration](#)

For Veterans' preference eligibility, visit [Veterans' Employment Resources](#)

The United States Coast Guard (USCG) is an Equal Opportunity Employer.

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors.

USCG provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact 202-475-5300. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Visit [Reasonable Accommodation](#).

How to Apply

HOW TO APPLY:

Applications (resume and job specific questions) for this vacancy must be received on-line by 11:59 p.m EST on the closing date of the announcement. There are several parts of the application process that affect the overall evaluation of your application

- Resume
- Responses to on-line core questions
- Responses to on-line self-assessment
- Supporting documents, if requested

High self assessment in the vacancy questions that is not supported by information in your resume and/or supporting documents may impact you or eliminate you from consideration.

REQUIRED DOCUMENTS:

Veterans Preference Eligibles must submit a DD-214 which includes Character of Service, if currently Active Duty you may submit a Statement of Service or Proof of Service letter; however, the statement MUST include Character of Service), and an [SF-15](#) along with the documentation specified on the reverse side of the form.

For more information about veterans preference [click here](#).

All documentation as outlined above must be received by the closing date of the announcement and must include the vacancy announcement number on the documents. A fax cover sheet will be provided to you from the system, with number and instructions to transmit the requested documents. The required documents will also be accepted by mail and must be received by the closing date of the announcement.

AGENCY CONTACT INFO:

USCG Applicant Support
Phone: 555-555-5555
Fax: 555-555-5555
Email: federaljobs@123.com

Agency Information:
United States Coast Guard
2100 America Way
P.O. Box 690
Washington, DC 20555
Fax: 555-555-55555

WHAT TO EXPECT NEXT:

Once the announcement is closed, we will conduct an evaluation of your application and qualifications to determine your ranking. The most qualified applicants will be referred to the hiring manager for further consideration.