**Special Appointing Authority Vacancy Announcement**

**U.S. Department of Transportation (DOT)**

**Federal Highway Administration (FHWA)**

**Position Title, Series, and Grade:** Administrative Assistant, GS-0303-05/06

**Salary Range:** $15.31-$22.18 / Per Hour

**Job Location:** Little Rock, Arkansas

**Citizenship:**  U.S. Citizenship is Required

**Number of Positions:** 1

**Type of Appointment:** Permanent/Part Time

OPEN PERIOD: September 21, 2015 – September 30, 2015

**WHO MAY APPLY**: Applications are being accepted from qualified individuals who are eligible under one of more of the following special hiring authorities:

* Schedule A, 213.3102 (u) for persons having a disability; or
* Individuals eligible under the Veterans’ Recruitment Appointment authority (See the VetGuide at <http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx> for details); or
* 30% or more disabled veterans.

**Overview:**

The FHWA is charged with broad responsibility of ensuring that America’s roads and highways continue to be the safest and most technologically up-to-date.

This position is located in the Arkansas Division of the Federal Highway Administration. The employee serves as the administrative assistant to the supervisor and staff members in the day-to-day management of administrative support functions within the office.

The ideal candidate for this position is an individual with experience in providing office and administrative support in a quality manner, with a strong customer service focus and the ability to facilitate communication among office staff, partners and service providers.

**Primary Duties:**

* Communicate with various administrative management divisions (e.g., Human Resources, Management Services, etc.) in the preparation of personnel requests, training forms, new employee forms, and/or time and attendance reports;
* Perform a variety of administrative tasks, such as purchasing supplies and office equipment; making domestic, international, and invitational arrangements for travel; preparing and submitting travel vouchers upon completion of travel; making arrangements for meetings and conferences; conduct process reviews of administrative work performed within the office to ensure efficiency and effectiveness of operations as performed; conducting inventories of physical property; maintaining records and files; answering and referring incoming telephone calls and visitors; and reviewing and distributing incoming correspondence;
* Use various software to draft and finalize a variety of correspondence and documents;
* Review outgoing correspondence for clarity, procedural and grammatical accuracy, appropriate format, proper clearances, and conformance to policy.

**Qualifications:**

* To qualify on Education for this position, you must have 1 full year of graduate level education OR superior academic achievement.
* To qualify on Experience for this position, you must meet one year (52 weeks) of specialized experience equivalent in level of difficulty and responsibility to that of the next lower grade level. Specialized experience must be experience that has equipped you with the particular knowledge, skills, and abilities to perform successfully the primary duties mentioned above, and that is typically in or related to the work of the position to be filled.

**Experience:**

To qualify at the GS-05 grade level, you must have one year of specialized experience equal or equivalent to the following:

* Experience providing clerical or administrative support and using automated office systems such as word processing, electronic mail and other communications software, data gathering and reporting, time and attendance reporting, travel planning and vouchering, and personnel and training request preparation.

To qualify at the GS-06 grade level, you must have one year of specialized experience equal or equivalent to the following:

* Experience providing clerical or administrative support and using automated office systems such as word processing, electronic mail and other communications software, data gathering and reporting, time and attendance reporting, travel planning and vouchering, and personnel and training request preparation.
* Experience providing assistance in the area of records management, including filing, records maintenance and/or disposition.

**Government Travel Card Requirement:** You must be able to obtain and retain a Government contractor-issued travel card to be used for official business as a condition of employment. If unable to obtain and/or retain a card, you may be subject to removal. Those who fail to meet this condition of employment will have our offer of employment rescinded.

**Reasonable Accommodations:**

The DOT provides reasonable accommodations to applicants and employees with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify Robert Ireland, Human Resources Specialist, at [robert.ireland.ctr@dot.gov](mailto:robert.ireland.ctr@dot.gov) or at (404) 562-3910. Reasonable accommodation decisions are made on a case-by-case basis.

**Equal Opportunity Employer:**

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

**HOW TO APPLY**

**BASIC APPLICATION MATERIALS (ALL APPLICANTS):**

* Resume
* College transcript (Unofficial copy is acceptable.)
* Veterans’ preference documentation, if claiming veterans’ preference (See the VetGuide at <http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx> for details.)

**AND**

**SPECIAL APPOINTING AUTHORITY DOCUMENTATION**:

1. If applying under the Schedule A, 213.3102(u), the special hiring authority for individuals with a disability, applications must be accompanied by a current Schedule A letter from a vocational rehabilitation counselor, licensed medical practitioner, or representative from an agency that issues disability benefits. Visit <http://www.dot.gov/drc/employment-people-disabilities> for guidance and other helpful information.

AND/OR

1. Those applying for consideration under the Veterans’ Recruitment Appointment (VRA) authority or the 30% disabled Veterans’ hiring authority must provide veterans’ preference documents to support your program eligibility. These may include the DD214 showing dates and character of service (member copy 4); a VA letter, if claiming a 10% or more compensable service-connected disability, and/or a completed and signed SF-15 (claim for 10-point veterans’ preference) showing type of preference claimed, and supporting documentation as specified on this form. For information on veterans’ preference and veterans’ hiring authorities, visit: http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx

**SUBMIT YOUR APPLICATION:**

Please forward your application materials (see above) no later than 4:00 p.m. (EST), September 30, 2015, to Robert Ireland, Human Resources Specialist at [robert.ireland.ctr@dot.gov,](mailto:robert.ireland.ctr@dot.gov,) or by fax to (404) 562-3705. **In the subject/attn: line, please be sure to include the title, series and grade and location of the position.**