

**Special Appointing Authority Vacancy Announcement**  
**U.S. Department of Transportation (DOT)**  
**Federal Highway Administration (FHWA)**

**Position Title, Series, and Grade:** Administrative Assistant (OA), GS-0303-5/6/7  
**Salary Range:** \$33,394.00 to \$53,773 per annum  
**Job Location:** Madison, WI  
**Citizenship:** U.S. Citizenship is Required  
**Number of Positions:** 1  
**Type of Appointment:** Permanent, Fulltime

**OPEN PERIOD:** April 11, 2018 to April 20, 2018

*Announcement also being advertised open to all U.S. citizens on USAJobs.gov under vacancy number FHWA.FO-2018-0102 open beginning April 9, 2018 and closing April 20, 2018. All applicants are encouraged to also apply under this announcement.*

**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 Federal Highway Administration. You will serve as an 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:**

**As an Administrative Assistant (OA), you will:**

- 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; make domestic, international, and invitational arrangements for travel; prepare and submit travel vouchers upon completion of travel; make arrangements for meetings and conferences; conduct process reviews of administrative work performed within the office to ensure efficiency and effectiveness of operations as performed; conduct inventories of

physical property; maintain records and files; answer and refer incoming telephone calls and visitors; and review and distribute 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.
- Be a trusted agent for DOT supporting implementation of Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors. As a trusted agent, you enroll and provision Personal Identity Verification (PIV) cards for all DOT employees and contractors within the Madison area. The PIV card grants employee and contractor access into DOT-owned and leased facilities and are used to gain access to computers and other systems.

### Qualifications Required:

LEVEL	To qualify on <b>Education</b> , you must have:	To qualify on <b>Experience</b> , you must have one year of specialized experience equal or equivalent to the following:
<b>GRADE 05</b>	<p>- Have successfully completed a full 4-year course of study above high school. This education was obtained in an accredited business, secretarial, or technical school, junior college, college, or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. OR</p> <p>-Have an equivalent combination of specialized experience and education, as described above.</p>	<p>-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.</p>
<b>GRADE 06</b>	There is no education substitute.	<p>-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.</p> <p>-Experience providing assistance in the area of records management, including filing, records maintenance and/or disposition.</p>

<b>GRADE 07</b>	There is no education substitute.	<p>- 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.</p> <p>-Experience providing assistance in the area of records management, including filing, records maintenance and/or disposition.</p> <p>-Experience coordinating administrative activities and/or services within an office or professional group, such as or related to monitoring administrative and/or clerical processes, recommending operating standards and/or procedures, and coordinating documents and correspondence that requires the attention of multiple stakeholders, key management and/or staff.</p>
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Applicants must meet all qualification requirements by the closing date of this announcement.

**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 Kelsi Hall, Human Resources Specialist, at [Kelsi.Hall@dot.gov](mailto:Kelsi.Hall@dot.gov) or at (720) 963-3055. 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

2. 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. (MST), April 20, 2018, to Kelsi Hall, Human Resources Specialist at [Kelsi.Hall@dot.gov](mailto:Kelsi.Hall@dot.gov) or by fax to (720) 963-3041. In the subject/attn: line, please be sure to include the title, series and grade of the position. In addition, please state how you heard about this vacancy.