# TEMPORARY RECRUITMENT BULLETIN

<table>
<thead>
<tr>
<th>Announcement Number</th>
<th>NVCOV-2021-004</th>
<th>Who May Apply</th>
<th>United States Citizens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Office Automation Clerk</td>
<td>Hiring Agency</td>
<td>INTERIOR, Geological Survey</td>
</tr>
<tr>
<td>Open Period</td>
<td>05/28/2021 – 06/01/2021</td>
<td>Duty Locations</td>
<td>Carson City, NV</td>
</tr>
<tr>
<td>Series/Grade</td>
<td>GS-0326-02/03/04/05</td>
<td>For More Info</td>
<td>Name: Stacy Masters Email: <a href="mailto:smasters@usgs.gov">smasters@usgs.gov</a> Phone#: 775-887-7657</td>
</tr>
<tr>
<td>Hourly Pay</td>
<td>$28,047- $49.967</td>
<td>Promotion Potential</td>
<td>At grade hired</td>
</tr>
</tbody>
</table>

**Duration of Appointment:** This is a temporary excepted service position being filled under the Coronavirus (COVID-19) Schedule A Hiring Authority. The appointment is not-to-exceed 1-year and may be extended for up to one additional year without further competition. All qualified applicants, with or without Federal status, may apply and be considered. Appointment to this position, however, will not convey permanent status in the Federal service.

**Work Schedule:** Full-Time

**Travel Required:** None.

**Relocation:** Relocation expenses will not be paid.

**Why Is It Great To Work For The U.S. Geological Survey?**

Embark on an exciting future! From the peaks of the highest mountains to the depths of the deepest seas, the U.S. Geological Survey (USGS) has career opportunities that make a difference in both the lives of others and in the environment. Would you like to join the more than 7,000 scientists, technicians, and support staff of the USGS who are working in more than 400 locations throughout the United States? Apply today! As the Nation's largest water, earth, and biological science and civilian mapping agency, the USGS collects, monitors, analyzes, and provides scientific understanding about natural resource conditions, issues, and problems. The diversity of our scientific expertise enables us to carry out large-scale, multi-disciplinary investigations and provide impartial, timely, and relevant scientific information to resource managers, planners, and other customers related to: the health of our ecosystems and environment; natural hazards that threaten us; natural resources we rely on, and; the impact of climate and land-use changes. For more information about the USGS please visit [http://www.usgs.gov](http://www.usgs.gov).

**What General Information Do I Need To Know About This Position?**

**Salary:**
- GS-02 (Step1) $28,047 - GS-02 (Step10) $35,294
- GS-03 (Step1) $30,602 - GS-03 (Step10) $39,780
GS-04 (Step1) $34,352- GS-04 (Step10) $44,657

NOTE: First time hires to the Federal Government are typically hired at the Step 01.

**Key Requirements**

--Must be a U.S. Citizen.

--Must be suitable for Federal employment, as determined by a fingerprint check and background investigation.

--More requirements are listed under Qualifications and Other Information.

**Major Duties**

Scan and document scientific data files, and media and send to National Archives and Records Administration for safekeeping. Dispose of surplus computers, unusable IT equipment and peripherals in accordance with USGS policy. Inventory IT peripherals and order as needed to ensure staff appropriate connectivity; clear offices of all electronics and IT peripherals; test all data ports; install newly purchased audio/video equipment in new conference room; assist IT Chief in activating and deploying new VOiP phone system throughout the building, to include programming each phone individually; assist with reconnecting computers in the new offices; accompany contractors throughout the building during renovation process; clean out mailroom, conference room and library.

**Work Environment**

**Physical Effort:** Work is mostly sedentary. Some work may require moderate physical effort such as lifting and carrying objects weighing up to 10 pounds, walking, bending, stooping, reaching.

**Working Conditions:** The work is is adequately lighted, heated, and ventilated. The work environment involves everyday risks of discomforts that require normal safety precautions. Some employees may occasionally be exposed to uncomfortable conditions such as cool computer equipment rooms.

**Education**

**Are There Any Special Requirements For This Position?**

--A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

--Applicants for this position must meet the following requirements: (1) possession of a valid State driver's license, and (2) possess a safe driving record. If selected, you will be required to provide proof of a valid State License and a copy of your driving record.

**Evaluations**

**Basis of Rating:** Applicants will not be rated or ranked. All applicants that meet the basic eligibility and qualification requirements of the position will be referred to the selecting official in veterans’ preference eligible order.

**Qualifications:**
- Knowledge of common clerical practices and procedures applicable to the processing of forms and requests used in office support tasks.
- Skill in operating standard office equipment, such as computers, copiers, fax machines, and office automation systems (i.e., word processing), to perform basic functions in office automation support.
- Ability to read and interpret general procedural guidelines, including software user manuals, correspondence procedures, and style manuals.

Experience:

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must meet all qualification and eligibility requirements for the position by the closing date of the announcement.

How to Apply

Applications for this vacancy must be submitted to the point of contact listed above via email BEFORE midnight Pacific Time (Los Angeles, CA time) on the closing date of this announcement. If you fail to submit a complete application, you will not be considered for this position.

Required Documents

Resume

Veterans' Preference Eligible - If you are claiming veterans' preference you must provide a legible copy of your DD-214, Certificate of Release or Discharge from Active Duty, member 4 copy or any official documentation or statement from the Armed Forces that confirms your dates of service and that your separation, discharge, or release from active duty was under honorable conditions (i.e., Honorable or General Discharge). Note: If you have more than one DD-214 for multiple periods of active duty, submit a copy for each period of service. If you are currently on active military duty, you must provide documentation (e.g., campaign document, award citation, etc.), that verifies entitlement to veterans' preference and that your character of military service is honorable. If you are claiming 10-point veterans' preference, in addition to the documents specified above, you must also submit documentation that supports your claim, e.g., an official statement from the Department of Veterans Affairs (dated 1991 or later) or from a branch of the Armed Forces certifying the existence of a service-connected disability, or the award of the Purple Heart, etc. The overall rating must be identified on your certification letter or separation orders. Documentation must be received by the closing date shown in this vacancy announcement. If you fail to submit any of the required documentation, you will not be granted veterans' preference. Additional information on veterans' preference can be found in the VetGuide.

--Required documents may be emailed to the point of contact listed above. Please omit personally identifiable information.

Benefits

Temporary appointees expected to work at least 130 hours per month for at least 90 days will be eligible to enroll in a Federal Employee Health Benefits (FEHB) plan. Individuals eligible under this rule receive the full government contribution to their premiums regardless of work schedule and will also be eligible to participate in the Flexible.
Spending Accounts and Federal Long Term Care Insurance Program. Temporary appointees are not covered by the Federal Employee Retirement System and are ineligible for Federal life, dental, or vision insurance.

**Other Information**

--Applicants who include vulgar, offensive, or inappropriate language or information in their application package will be ineligible for further consideration for this position.

--Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

--DOI uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

--USGS employees are subject to Title 43, USC Section 31(a) and may not: (a) have any personal, private, direct or indirect interest in lands or mineral wealth of lands under survey; (b) have any substantial personal, private, direct or indirect interests in any private mining or mineral enterprise doing business with the United States; or (c) execute surveys or examinations for private parties or corporations.

--The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

--The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

-- Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

-- The DOI places a high value on diversity of experience and cultural perspectives and encourages applications from all interested eligible candidates, including candidates from all ethnic and racial backgrounds, women, LGBT individuals, veterans, and individuals with disabilities.

--If you misrepresent your experience or education or provide false or fraudulent information in or with your application, it may be grounds for not hiring you or for firing you after you begin work. Making false or fraudulent statements also may be punishable by fine or imprisonment.

-- If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.