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NATIONAL GUARD

Job Title: Secretary

Department: Department of the Army

Agency: Army National Guard Units (Title 32)

Job Announcement Number: TN 13-041

SALARY RANGE: \$34,907.00 to \$45,376.00 / Per Year
OPEN PERIOD: Thursday, February 07, 2013 to Monday, March 04, 2013
SERIES & GRADE: GS-0318-06
POSITION INFORMATION: Full Time - Excepted Service Permanent
PROMOTION POTENTIAL: 06
DUTY LOCATIONS: 1 vacancy in the following location:
 Smyrna, TN United States [View Map](#)
WHO MAY APPLY: Members of OR applicants eligible for membership in the TN Army National Guard.

JOB SUMMARY:

The National Guard is the oldest component of the Armed Forces of the United States and one of the nation's longest enduring institutions. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our Tennessee National Guard team and serve your nation, Tennessee and your community!

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

AREAS OF CONSIDERATION:

FIRST: Permanently employed Army Technicians Statewide.
SECOND: Qualified members of the Tennessee Army National Guard.
THIRD: Applicants eligible for membership in the TN Army National Guard.

APPOINTMENT TYPE: Enlisted

MILITARY COMPATIBILITY: 42A

PD NUMBER (S): D08320000-250793

POSITION LOCATION: CSMS-MIDDLE

POSITION TITLE: SECRETARY

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government's interest.

INTRODUCTION: This position is located in Army or Army National Guard organization or unit. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced id subdivided into subordinate segments which are

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Agency Information:

Tennessee National Guard
 3041 Sidco Drive
 ATTN NGTN HRO RP
 Nashville, TN
 37204
 USA

Questions about this job:

Sherry Holman
 Phone: (615)313-0648
 Email:
 SHERRY.L.HOLMAN2.MIL@MAIL.MIL

Job Announcement Number:
 TN 13-041

Control Number: 337374600

supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates intensively in the management of the office by applying a good working knowledge of the program under control of supervisor(s) and relieves the supervisor(s) of clerical and administrative support work.

KEY REQUIREMENTS

- This position **REQUIRES** Military Membership

DUTIES:[Back to top](#)

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: (1) Receives visitors and telephone calls. (2) Keeps the supervisor's calendar. (3) Prepares responses to requests for general information concerning the organization's functions from source material. (4) Makes arrangements for conferences and meetings, including such matters as location, schedule, agenda and attendance list. (5) Reads incoming correspondence, publications, regulations, and directives which may affect the supervisor. (6) Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. (7) Provides assistance in the procedural aspects of the office, including distributing work to clerical personnel. (8) Maintains office files of correspondence, directives, regulations, and other information. (9) Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports. (10) Performs other duties as assigned.

QUALIFICATIONS REQUIRED:[Back to top](#)

REQUIRED SPECIALIZED EXPERIENCE: Must have at least 9 months experience performing clerical or administrative duties in an office environment. Must have experience performing office functions such as, referring visitors, screening telephone calls and to route correspondence by name or functional area. Experience working independently and setting priorities with very little supervisory control.

Meeting the months of experience requirement will not by itself be accepted as proof of qualification. Quality, type, and scope of experience or education must be demonstrated to show that applicant is fully qualified to perform duties at the grade level announced.

SUPPLEMENTAL INFORMATION: Resume must reflect applicable experience.

1. Knowledge of the military organization and function, sufficient to refer visitors; telephone calls, and mail.
2. Ability to keep supervisor calendar, to make arrangements for conferences, and meetings.
3. Ability to establish a filing system, to classify, retrieve, and dispose of materials.
4. Knowledge of grammar, spelling, punctuation and required formats.
5. Knowledge of clerical practices and procedures sufficient to file material and obtain requested information from the file.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirements for the GS-06 positions.

You **MUST** submit required documents for your application to be considered.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume will be made to determine if it shows the minimum Required Specialized Experience. If a rating and ranking is required, your resume will be used to compare your responses against the Supplemental Information which is the Knowledge, Skills and Abilities (KSA's). The categories used to assess all applicants that are rated is Highly-Qualified, Well-Qualified, and Qualified.

BENEFITS:[Back to top](#)

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Main New Employee Website - http://www.opm.gov/insure/new_employ/index.asp

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

OTHER INFORMATION:

- 1. SELECTIVE SERVICE STATEMENT:** If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
- 2. EQUAL OPPORTUNITY STATEMENT:** The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.

HOW TO APPLY:

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To apply for this position, you **MUST** provide the following:

1. Your responses to the Qualifications Questionnaire
2. Your resume
3. If job allows substitution of education for experience you must submit
REQUIRED CERTIFICATION/TRANSCRIPT

Use the *Online Qualifications Questionnaire* for convenience and quickest processing.

(Here is a link for aiding you in building your Resume and some application tips):

<http://www.usajobs.gov/EI/resumeandapplicationtips.asp#lcc>

Option A: Online Qualifications Questionnaire.

Tips for using the Online Qualifications Questionnaire:

- You must click **both Finish and Submit** when you are done. Your Online Qualifications Questionnaire is not processed – and your résumé is not attached – until you click the **Submit** button, even if USAJOBS says it sent your résumé.
- You can upload or fax supporting documents after you **Submit** the Online Qualifications Questionnaire.
- You must complete the entire process by the closing date -- Monday, March 04, 2013
- To make sure everything you submitted is successfully received, follow these steps:
 1. Go to <https://www.applicationmanager.gov> and log in using the box on the right hand side of the page.

2. Click the radio button for this Vacancy Identification Number: 839554. Click *Select a Vacancy*.
 3. Verify that all of your documents appear on the table with a status of *Processed*.
- You can save your work and come back later. Just click both *Save* and *Logout*. (When you want to return, go to <https://www.applicationmanager.gov> and log in using the box on the right hand side of the page.)
 - If you *Submit* more than one Qualifications Questionnaire for this position, the most recent one *Submitted* is the one that is used. Therefore, it is important for you to complete it in its entirety.

To begin your Online Qualifications Questionnaire, choose one of these options:

- If your résumé is going to come **from the USAJOBS Resume Builder**, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached **only** to the Online Qualifications Questionnaire you complete and **Submit** from this session, not to any Questionnaires you may already have Saved or Submitted.
- If your résumé is going to be one **you prepared outside of USAJOBS Résumé Builder**, click this link to begin the **process Online Questionnaire**.

Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this [URL: http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) or by calling **USAJOBS by Phone** at (703) 724-1850 – after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents by fax.
 - **By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here: <http://staffing.opm.gov/pdf/usascoversheet.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

REQUIRED DOCUMENTS:

To submit the documents requested follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Your document(s) can be submitted electronically using the document upload process or by fax. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Note: Please ensure that your resume contains the basic information outlined under the Applying for a Federal Job link: http://www.opm.gov/forms/pdf_fill/of612.pdf

AGENCY CONTACT INFO:

Sherry Holman
Phone: (615)313-0648
Email: SHERRY.L.HOLMAN2.MIL@MAIL.MIL

Agency Information:
Tennessee National Guard
3041 Sidco Drive
ATTN NGTN HRO RP
Nashville, TN
37204
USA

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

Instructions for completing the OPM 1203-FX:

If you are applying to this announcement by completing the OPM 1203-FX form instead of using the Online Application method, please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

Social Security Number**Vacancy Identification Number**

839554

1. Title of Job

Secretary

2. Biographic Data**3. E-Mail Address****4. Work Information****5. Employment Availability****6. Citizenship**

Are you a citizen of the United States?

7. Background Information**8. Other Information****9. Languages****10. Lowest Grade**

06

11. Miscellaneous Information**12. Special Knowledge****13. Test Location**

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

If you are applying by the OPM Form 1203-FX, leave this section blank.

15. Dates of Active Duty - Military Service

If you are applying by the OPM Form 1203-FX, leave this section blank.

16. Availability Date**17. Service Computation Date**

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information**19. Job Preference****20. Occupational Specialties**

001 Secretary

21. Geographic Availability

472250149 Smyrna, TN

22. Transition Assistance Plan

If you are applying by the OPM Form 1203-FX, leave this section blank.

23. Job Related Experience**24. Personal Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. Are you currently an Area 1 consideration? Area 1 consideration is a permanent employed Army technician and a member of the Tennessee Army National Guard.

- A. Yes
- B. No

2. Are you currently an Area 2 consideration? Area 2 consideration is a member of the Tennessee Army National Guard.

- A. Yes
- B. No

3. Are you currently an Area 3 consideration? Area 3 consideration is an applicant eligible for immediate membership for the Tennessee Army National Guard.

- A. Yes
- B. No

4. This position is open to enlisted members of the Tennessee Army National Guard. Are you currently (or immediately eligible to become) enlisted in the rank of E9 or below?

- A. Yes
- B. No

5. Are you currently receiving Federal Military retirement pay? If you are retired military or planning on retirement within the next year, you will not be eligible to join the Tennessee Army National Guard.

- A. Yes
- B. No

Read the options below carefully and choose the one that best applies.

6. Have you completed basic training in at least one branch of the military that would enable you to enlist in the Tennessee Army National Guard by the closing date of this announcement?

- A. Yes
- B. No

Respond to all the questions below. For each question, choose the response below that best describes your experience and/or training. Mark only one response for each question. Please note that your answers will be verified against the information you provide in your resume or application and information your references provide.

7. Do you have 9-months experience performing clerical or administrative duties in an office environment. Experience performing office functions such as, referring visitors, screening telephone calls and to route correspondence by name or functional area. Experience working independently and setting priorities with very little supervisory control. OR Have you completed 4 academic years of education in business or administration in an accredited college or university.

- A. Yes
- B. No

Respond to all the questions below. For each question, choose the response below that best describes your experience and/or training. Mark only one response for each question. Please note that your answers will be verified against the information you provide in your resume or application and information your references provide.

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing this task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally

without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

- 8. Knowledge of the military organization and function, sufficient to refer visitors, telephone calls, and mail.
- 9. Ability to keep supervisor calendar, to make arrangements for conferences, and meetings.
- 10. Ability to establish a filing system, to classify, retrieve, and dispose of materials.
- 11. Knowledge of grammar, spelling, punctuation and required formats.
- 12. Knowledge of clerical practices and procedures sufficient to file material and obtain requested information from the file.

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