Vacancy Announcement

Student Temporary Employment Program

Clerical Position

United States Attorney’s Office

Title, Series, Grade: Clerk, GS-303-02/03 (part-time/20 hours per week)

Opening Date: 4/26/2010  Closing Date: 5/10/2010

Duty Location: United States Attorney’s Office, Western District of PA, Pittsburgh, PA

Number of Vacancies: One Position under the Student Temporary Employment Program

This is a student position, and you must be accepted in a college program prior to appointment. Your work schedule will be arranged to accommodate educational requirements.

Must be enrolled as at least a half-time student. Temporary position not to exceed one year, but may be extended. Must provide proof of college registration each semester or trimester. Not eligible for conversion to a permanent appointment.

Major Duties: Students provide general clerical office support to one or more staff members, utilizing typing skills and a knowledge of office automation hardware and software systems, including word processing. Students perform the following tasks: copies, collates and organizes documentation, serves as back-up to the receptionist by answering telephones and greeting visitors, makes deliveries, sorts and arranges material for filing and files material in alphabetical, numerical or chronological order, completes special projects and performs other duties as assigned.

Qualifications Required for Clerk, GS-0303 positions:

· At the GS-02 level, applicants must have three months of general experience or be a high school graduate or equivalent.

· At the GS-03 level, applicants must have at least six months of general experience or one year of education above high school.

Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This education must have been 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.

Combining Education and Experience: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements.

Salary: GS-02 - $11.16 per hour

GS-03 - $12.18 per hour

General Experience is defined as progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.
Student:

You are eligible for the Student Temporary Employment Program if you are:

- A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.)
- At least 16 years of age.
- Taking at least half-time academic or vocational and technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school, and a U.S. citizen.

How to Apply: Applicants should include sufficient information in their resume/application that demonstrates their experience, knowledge, skills, training, and or education. Students who are not going to remain in an academic status for at least 24 months should not apply.

The resume must include the following: the job for which you are applying; your full name, mailing address (with zip code), day and evening numbers (with area code), social security number, education level, course of study, such as, academic, business, etc. Work experience information must include job title, description of duties, employer’s name and telephone number, starting and ending dates (month and year), hours per week and salary.

Other Information: Qualified applicants may be considered for part-time work schedules (20 hours per week) during the school year and during school breaks and the summer. Students will be appointed to a position not to exceed one year. Male candidates who are between 18 and 26 years of age will be required to submit proof of Selective Service System or proof of exemptions. Selection of applicant will be confirmed upon receipt of current school registration and final review of eligibility for the program.

Background Investigation: Appointment of the selectee is contingent upon a satisfactory background investigation as adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

Equal Employment Opportunity: Qualified applicants will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor.

Submit Applications via email or mail no later than the closing date on this vacancy announcement which is 05/10/2010.

E-Mail: USAPAW.JOBOPSGOV@usdoj.gov

Or

Mail or Deliver to: Nicole L. Huff, United States Attorney's Office, Western District of Pennsylvania, 700 Grant Street, Suite 4000, Pittsburgh, PA 15219.

Contact: Nicole L. Huff
Phone: (412) 894-7384

Or

TDD: (412) 894-7441