



OUTREACH JOB NOTIFICATION NUMBER: (FNS-18)

USDA-FOOD AND NUTRITION SERVICE

Position Title: Secretary, GS-0318-7/8/9

Salary Range: \$43,915 to \$69,827/ Per Year

Location: Chicago, Illinois

Who may apply:

- Schedule A eligibles
- Candidates with veterans' preference

Applications will be accepted until December 21, 2016.

The mission of the Food and Nutrition Service (FNS) is to increase food security and reduce hunger in partnership with cooperating organizations by providing children and low-income people with access to food, a healthy diet, and nutrition education in a manner that supports American agriculture and inspires public confidence. If you want to apply your knowledge and skills to food program activities that seek to strengthen America, there is a challenging and rewarding career waiting for you with FNS!

Duties

The incumbent provides administrative and clerical support services to the Regional Administrator (RA) and Deputy Regional Administrator (DRA) in the Midwest Regional Office. The below duties are described at the FPL GS-9, the GS-7 and GS-8 are developmental leading to such performance.

- Receives office visitors and telephone calls from key officials of FNCS, USDA, of other government agencies; officials of public and private organizations. Ascertains the nature of their inquiry and when possible, furnishes requested information or refers them elsewhere within FNCS or USDA. When personalities, subject matter, or other considerations dictate the Regional Administrator's or Deputy Regional Administrator's personal attention, refers calls along with any background information.
- Compiles necessary background information for conferences and meetings. Makes arrangements for conference meeting places and assures the necessary materials are available. Briefs the Regional Administrator and/or Deputy Regional Administrator before each scheduled meeting or conference.
- Reviews outgoing action documents for correct grammar, spelling, punctuation, format, attachments, content, clearances, and compliance with FNCS policies. Calls any deviations or inadequacies to the attention of the writer and attempts to resolve any problems before submitting to the Regional Administrator and/or Deputy Regional Administrator for



initialing or signature. Returns inadequate submission for retyping or re-composition. Signs correspondence and certain procedural authorization in the name of the Regional Administrator and/or Deputy Regional Administrator when previous instructions have covered the matter.

- Reviews all incoming mail. Screens out portions the incumbent can personally handle, forwards to appropriate staff that which they can handle, and forwards remainder to the Regional Administrator and/or Deputy Regional Administrator along with necessary background material and established due dates.
- Attends meetings and takes notes, records, commitments, and assignments given, making sure deadlines given are met. On own initiative and discretion, establishes priorities and in consultation with supervisor develops deadlines.
- Advises Regional Administrator's and/or Deputy Regional Administrator's subordinates relative to implementing instructions concerning procedures; explains various requirements with regard to preparation and submission of administrative reports, etc. When necessary, devises and installs office procedures.
- Reviews travel authorizations and vouchers for conformance to agency policy and resolves inaccuracies or deviations from policy and procedure with travelers and travel policy subject matter experts.
- Acts as a timekeeper for one or more offices, reviews timesheets for accuracy and conformance to timekeeping guidelines prior to validation. Works with employees, supervisors, and human resources to resolve inaccuracies or deviations from policy and procedure.

Minimum Qualification Requirements

Basic Requirements

- Communication skills (written and verbal);
- Ability to independently provide answers to questions, solutions to problems, and respond to information requests regarding general organizational policies and program requirements.
- Computer skills (MS Word, Excel, Outlook, etc.); and

Specialized Experience

For the GS-07 level: You must have one year of specialized experience at a level of difficulty and



responsibility equivalent to the GS-06 grade level in the Federal Service. Experience for this position includes performing office support duties including day-to-day administrative functions and responding to information requests or questions from inquiring customers/visitors.

For the GS-08 level: You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal Service. Experience for this position includes performing office management and support duties including day to day administrative functions; responding to information requests; and proving solutions to problems presented by inquiring customers/visitors.

For the GS-09 level: You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-08 grade level in the Federal Service. Experience for this position includes performing office management and support duties including day-to-day administrative functions; guiding or advising subordinate clerical staff; policy and procedure review and implementation; responding to information requests, and providing solutions to problems presented by inquiring customers/visitors.

Notes: The experience may have been gained in either the public or private sector. One year of experience refers to full-time work; part-time work is considered on a prorated basis.

Please forward complete applications via email to:

Jacob.Hoots@fns.usda.gov

Complete applications must include:

- Outreach Notification Number (**FNS-18**) Identified in the subject line.
- Resume showing that you possess the minimum qualifications.
- Proof of Disability Documentation that shows you are Schedule A eligible (if applying for consideration under the Schedule A hiring authority)
- DD-214, or other supporting documentation of veterans' preference (if applying for consideration under a Veterans' Preference hiring authority)