



GS-5: \$31,944 – 41,530; GS-6: \$35,609 – \$46,294; GS-7: \$39,570 – \$51,437; GS-8: \$43,823 – \$56,974

The major duties of the position include, but are not limited to the following:

- Performs program support functions for the Agency office programs and activities. Serve as a technical lead for lower graded assistants and clerks and is responsible for ensuring continuity and uniformity of clerical procedures.
- Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of the Agency's program operation. Maintain automated system of program specific-data to track items such as progress reports, funding accomplishments, compliance strategies, etc.
- Coordinates the receipt and processing of Freedom of Information Act (FOIA) requests, refers requests to proper personnel and follows up with the status of the request.
- Tracks and monitors grants, service contracts, purchasing agreements with vendors and interagency cooperative agreements. Order and purchase supplies and equipment for the Agency office and process supply transactions such as receipt, shipment, and/or adjustment documents.
- Maintain the Agency budget and serve as a liaison to the budget office. Review the Agency's budget submissions for technical accuracy, completeness, and adequacy of funds.

GS-05: One year experience utilizing a computer and other basic office equipment to enter data into a database, create correspondence, etc.; providing customer service on a daily basis, for example answering telephones, greeting visitors and directing to the appropriate staff; scheduling meetings and preparing meeting materials for staff; and maintaining time and attendance reports for staff.

OR Education - 4 years of education above high school or equivalent.

OR A Combination of Education and or Experience that totals 100% of the requirement for one year of specialized experience.

GS-6: One year experience performing office clerical functions that include answering telephones, scheduling travel and reconciling vouchers, coordinating meetings, procuring office supplies, collecting and tracking data, using standard office software to create spreadsheets, correspondence and reports; assist with developing and monitoring an office budget; and interact with people of all levels of an office in order to reach the objectives of the office.

GS-07: One year experience utilizing a variety of office software programs to produce reports, create databases and spreadsheets; providing customer service on a daily basis, for example answering multi-line telephones, greeting visitors and directing to the appropriate staff; independently maintains a supervisors calendar and schedules meetings for senior level officials; developing recommendations to improve or develop administrative policies and procedures; and overseeing time and attendance for staff.

GS-08: One year experience serving as a technical lead for an office independently completing assignments in accordance with office practices and procedures; resolve conflicts that arise by using independent judgment; work experience that required extensive knowledge and application of regulatory requirements, such as processing incoming and outgoing correspondence, reports and memoranda, and other forms of written communication; scheduling appointments, coordinating meetings, scheduling conferences and maintaining a supervisor's calendar; maintaining time and attendance for staff; operating office automation equipment and software; monitoring, coordinating, and providing information to facilitate personnel management activities; monitoring budgets; and implementing and maintaining office control systems

Typing Requirement: Applicants must be a qualified typist, able to type a minimum of 40 words per minute.

Suitability, Clearance & Requirements: A background security investigation will be required for all new hires. Appointment 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.

Driving Record Requirement: A valid driver's license and safe driving history are required for this position. You are required to submit a GSA Form 3607 and must meet the safe driving requirements of the Bureau of Indian Affairs.

Drug Testing: This is a testing designated position (TDP) under DOI Drug-Free Workplace Program.

All positions are subject to drug testing, medical examination, physical fitness testing, and positive adjudication of a background investigation.