

TEMPORARY POSITION AVAILABILITY

(CLICK HYPERLINK FOR JOB QUALIFICATIONS)

- **MILITARY PERSONNEL OFFICE (G1)**

[GS-07 – HUMAN RESOURCE ASSISTANT](#) -- 4 POSITIONS AVAILABLE

- **LOGISTICS (G4)**

[WG-08 – SURFACE MAINTENANCE REPAIRER](#) -- 21 POSITIONS AVAILABLE (PHOENIX & BELLEMONT) & 6 AVAILABLE (MARANA)

[GS-09 – LOGISTICS MANAGEMENT SPECIALIST](#) -- 1 POSITION AVAILABLE

- **OFFICE OF THE STATE SURGEON**

[GS-08 – HEALTH TECHNICIAN](#) -- 2 POSITIONS AVAILABLE

- **RECRUITING & RETENTION BATTALION**

[GS-07 – HUMAN RESOURCES ASSISTANT](#) -- 4 POSITIONS AVAILABLE

- **UNITED STATES PROPERTY & FISCAL OFFICE (USPFO)**

[GS-08 - FINANCIAL SERVICES TECHNICIAN](#) -- 2 POSITIONS AVAILABLE

[GS-08 – ACCOUNTING TECHNICIAN](#) -- 1 POSITION AVAILABLE

[WG-06 – MATERIALS HANDLER](#) -- 2 POSITIONS AVAILABLE

HUMAN RESOURCES ASSISTANT
GS-4/9

DESCRIPTION OF WORK

Work performing clerical, assistant, or technical work which requires knowledge of the procedures, established guidelines, and techniques involved in carrying out the work of the organization.

EXPERIENCE REQUIREMENTS

Minimum Requirements: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position. Experience using computer and automation systems.

Specialized Experience:

GS-07 – Must have at least 12 months experience in the interpretation and application of regulations, procedures or laws. Experience that provided a working knowledge of administrative functions. Experience performing personnel transactions. Experience working independently and setting priorities with very little supervisory control.

DUTIES AND RESPONSIBILITIES:

- (1) Serves as a final reviewer and/or processor of actions related to the Soldier Services Programs. Summarizes pertinent facts and issues; analyzes information; outlines options; and recommends appropriate action. Ensures that regulatory requirements related to the specific action are met. Identifies gaps or inconsistencies in records and initiates action or enquiries to obtain needed data. Supports activities within the deployment cycle.
- (2) Researches and obtains all necessary information regarding personnel actions and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Collects and retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Data may also be used to project budgetary requirements. Ensures completeness and proper forwarding of records. Provides advice, guidance, instruction, interpretations, and training to other personnel on actions in areas of expertise, as needed.
- (3) Serves as an additional point of contact, coordinator, and advisor for questions regarding Soldier Services Programs. Maintains files and libraries of Soldier Services Programs' materials including policies, procedures, and guidance from applicable agencies including, but not limited to, Department of Defense (DoD) and NGB. Coordinates with applicable agencies for assistance and support in the conduct of training in the assigned program(s).
- (4) Performs other duties as assigned.

TRANSPORTATION/MOBILE EQUIPMENT MAINTENANCE

DESCRIPTION OF WORK

Work involves the repair, adjustment and maintenance of self propelled transportation and other mobile equipment (except aircraft).

**This position is covered by the 5800 job family which includes occupations involved in repairing, adjusting, and maintaining self-propelled transportation and other mobile equipment (except aircraft), including any special purpose features with which they may be equipped.*

EXPERIENCE REQUIREMENTS

Minimum Requirements

WG –Experience or training which demonstrates knowledge of equipment to be able to do routine jobs, simple preventative maintenance tasks, and is able to use common tools and equipment in the line of work.

WG-07/08 – Experience or training using common hand and power tools and a small variety of test and measurement devices to make mechanical repairs. Experience removing, adjusting, replacing, cleaning, and installing a variety of parts, components, and accessories. Experience which demonstrates a basic understanding of mechanical, electrical, and hydraulic theory applying to vehicles; and skill to replace, fit, install, and make adjustments. Experience demonstrating an understanding of the makeup and operation of the various individual systems maintained and their interrelationships. Experience reading and interpreting parts lists, manufactures' repair manuals, diagrams, and electrical schematics.

DUTIES AND RESPONSIBILITIES:

- (1) Performs limited diagnosis, routine repairs and maintenance on heavy-duty mobile equipment, combat, tactical and automotive vehicles. Assists higher graded mechanics in the repair and/or overhaul of major systems to include internal combustion engines, turbine engines, automatic and non-automatic transmissions, heavy duty drive line systems, and hydraulic utility systems and controls. Makes routine repairs that can be accomplished by removing, adjusting, or replacing defective or worn parts and components. Performs work in accordance with technical manuals, lubrication orders, maintenance bulletins, regulations or management policies.
- (2) Performs limited diagnoses to determine the cause of mechanical failures by means of visual and auditory checks and/or uses basic test equipment such as compression testers, voltmeters, ohmmeters and pressure gauges. Determines when parts should be cleaned, adjusted or replaced with standard parts to complete work orders.
- (3) Removes, replaces, adjusts, cleans and installs parts and components such as wheel seals, switches, sensors, fuel pumps, water pumps, power steering pumps, brakes, filters, radiators, bearings, springs, shock absorbers, wheel cylinders, starter motors, mufflers, battery cables, and other items of similar complexity.
- (4) Independently performs routine repairs and maintenance functions in remote locations that can be accomplished by removing, cleaning, reinstalling, or replacing defective parts of components and systems using standard parts. Receives guidance and instruction from a higher graded mechanic or supervisor to perform non-routine and more complex repairs on portions of major assemblies and/or systems. May

provide field maintenance at unit locations as part of a “contact team”. Recovers and evacuates inoperable vehicles from the unit location of breakdown.

(5) Conducts limited readiness and repair inspections on vehicles and associated equipment supported by the activity. Performs Preventive Maintenance Checks and Services (PMCS) and ensures vehicles and equipment are properly serviced, including brake adjustments, replacing hydraulic fluids, greasing, cleaning, etc. Performs other preventive maintenance operations as required to ensure that equipment is functioning properly.

(6) May perform routine maintenance and limited repairs on basic communication equipment such as radios, field telephones, amplifiers, switchboards, recorders, intercoms by removing and replacing components and elements. Performs minor body and fender, or other metal repairs, using peening hammers, dollies and limited welding. Performs limited repairs and routine maintenance on small arms and accessory equipment by replacing worn or damaged parts. Makes minor repairs to canvas and leather items using bonding/sealing compounds and hand tools such as awls, canvas needles etc.

(7) In conjunction with or in the absence of the Tools and Parts Attendant, may maintain supply documentation, and the receipt, store, issue, and inventory of tools and parts used in the trades operation.

(8) Performs other duties as assigned.

LOGISTICS MANAGEMENT GS-5/14

DESCRIPTION OF WORK

Work involves performing or supervising staff work in planning and coordinating logistical support activities to provide the money, manpower, material, facilities, and services needed to support a specified mission at the time and place they are needed.

EXPERIENCE REQUIREMENTS

Minimum Requirements: Experience, education or training involving judgment and/or analytical ability in the logistics field. Experience using computer and automation systems.

Specialized Experience:

GS-09 – Must have at least 24 months experience, education, or training involving detailed knowledge of organizations and their functions in logistical support (i.e., supply, maintenance, quality assurance, facilities). Experience integrating actions of a variety of specialized support activities in order to meet program goals. Experience interpreting and applying regulations, laws or practices. Experience planning and organizing work assignments.

DUTIES AND RESPONSIBILITIES:

- (1) Utilizes an extensive knowledge of logistics programs/operations and a clear understanding of automated systems to manage projects and programs for systems integration of CSS automation. Ensures software/interim change packages (SCP/ICP) are applied in proper order. Coordinates and communicates with the Department of the Army (DA), National Guard Bureau (NGB), and Customer Assistance Office (CAO), Ft Lee, Va. regarding CSS operations and automated systems support, problem resolution, software upgrades and change packages. Assists functional users in automated CSS systems management and operation.
- (2) Serves as a Systems Administrator for all CSS STAMIS systems and automated logistical programs and as a technical expert within the state/territory is responsible for providing technical and functional guidance for specified STAMIS and Automated Logistical Programs to operators and supervisors. Provides input to supervisor to ensure ~~CSSAMO~~ *SASMO* Standard Operating Procedures (SOPs) are current. Receives trouble tickets and reviews priorities on a weekly and/or monthly basis.
- (3) Troubleshoots, diagnoses, and resolves technical problems identified in trouble tickets and performs initial setup of specified STAMIS computers to include loading software, configuring modem and network card(s), assigning Internet Protocol (IP) addresses with correct subnet, connectivity to the network, and completing technical inspections.
- (4) Serves as the primary point of contact for Functional Administrators and users of the serviced database(s) in the absence of a Logistics Management Specialist. Administers the day-to-day database operation and maintenance of the serviced database(s). Performs tests to ensure the serviced database(s) efficiently collects, stores, and processes data. Evaluates, determines, and initiates corrective action to recover or restore data and return the database(s) to operational status.
- (5) Provides direction and guidance to supported CSS STAMIS users in the submission of automated systems problem reports and/or change proposals. Receives, reviews, consolidates, and accounts for system problem reports and engineer change proposals (ECPs) submitted from supported units/activities to ensure subsequent distribution to National Guard Bureau (NGB). Manages the receipt, review, validation, distribution, and implementation of all CSS software received in the State, ensuring proper installation, testing and evaluation. Oversees the CSS resource library and the retrieval and disposal of CSS software.
- (6) Analyzes requirements, manages and coordinates STAMIS automation hardware systems and peripherals pertaining to the receipt, distribution, installation and replacement of systems. Installs, tests and evaluates STAMIS systems hardware. Manages the state/territory CSS automation hardware stock controlled exchange (SCX) (aka equipment float) program and ensures accountability of exchanges. Performs organizational and direct support level STAMIS hardware maintenance as required. Determines systemic problems during maintenance of hardware or in the application of software and initiates corrective action as needed.
- (7) Provides operator level assistance on STAMIS systems and Automated Logistical Programs. Troubleshoots STAMIS systems and Automated Logistical Programs. Coordinates and administers assigned training programs. Provides technical assistance to functional users for start-up and operation of STAMIS systems and Automated Logistical Programs.

(8) Serves as the primary point of contact on all CSS automation continuity of operation plan (COOP) development and execution, in the absence of a Logistics Management Specialist. Monitors the state automated CSS system network, determining fault isolation, problem resolution, and performance reporting or coordinates with appropriate office and/or official for resolution. Coordinates with Deputy Chief of Staff Information Management (DCSIM) on identifying, developing, establishing and maintaining CSS systems interfaces with and/or CSS utilization of the Reserve Component Automation System (RCAS) as appropriate.

(9) Represents the Supervisor Logistics Management Specialist/~~Director of Logistics~~ *DCSLOG/G4 on DCSIM Configuration Control Boards (CCBs)*. Represents the ~~Director of Logistics~~ *DCSLOG/G4* for implementing or improving logistical operations through STAMIS systems and Automated Logistical Programs. Serves as primary point of contact for logistical automation projects to include fielding of new equipment and improvements/upgrade to existing STAMIS systems and Automated Logistical Programs. Advises the Supervisory Logistics Management Specialist of Logistics of issues and concerns.

(10) Performs other duties as assigned.

HEALTH AID AND TECHNICIAN SERIES GS-5/11

DESCRIPTION OF WORK

Health aids and technicians perform sub professional medical duties such as the administration of medications, rendering emergency treatment, performing medical tests and examinations, etc. The duties vary with the type of assignment and grade of the position.

EXPERIENCE REQUIREMENTS

Minimum Requirements: Experience, education, or training which provided a basic knowledge of principles and practices related to the health care delivery system.

Specialized Experience:

GS-08 – Must have at least 18 months experience, education, or training which provided a working knowledge of missions, organizations, programs and requirements of health care delivery systems. Experience analyzing and recommending solutions to complicated problems. Experience developing and implementing various policies and procedures used in the state medical programs. Experience involving various administrative areas such as budget, personnel and public relations within a medical activity.

DUTIES AND RESPONSIBILITIES:

(1) Serves as the subject matter expert and advisor to the commander and staff on the brigade Individual Medical Readiness (IMR) program. Interprets policy and provides procedural guidance to the commander, staff members and individual military members. Keeps current on and ensures the implementation of regulations and directives. Develops guidelines and operational procedures to implement changes to policies and programs directed by higher headquarters. Researches and resolves the most difficult problems and questions, including those where guidance is only partially relevant or is incomplete. Accomplishes a variety of statistical data/reports, analyzes the information, identifies trends,

and makes recommendations to assist in management decisions. Conducts staff visits and provides training, guidance and assistance to Soldiers at the Brigade and subordinate units.

(2) Responsible for the organization's medical readiness programs. Monitors the status of health assessments within the organization and ensures appropriate scheduling and completion. Ensures the timely completion of and reviews LOD investigations. Provide technical guidance to subordinate unit administrative personnel in the preparation of formal and informal LOD investigations. Functions as a technical advisor to appointed investigating officers and subordinate commands on the completion of formal LOD investigations. Assists subordinate units in coordinating with civilian and military medical authorities for required supporting documentation. Provides technical guidance to subordinate unit personnel in the preparation and submission of incapacitation pay packets.

(3) Responsible for collection, input, and management of medical readiness information for the Brigade/Group/Troop Command and subordinate units. Coordinates and ensures the timely and accurate input of data regarding physicals, dental, immunizations, HIV/DNA, and profiling into the automated medical records and management systems. Organizes and researches patient records, extract needed information, and review records for completeness, accuracy, and consistency within established guidelines.

(4) Generates medical management information reports for the Brigade/Group/Troop Command and staff. Reviews subordinate units' records prior to submission to higher headquarters for quality and completion. Reviews, analyzes, and makes recommendations for assessing and meeting the unit's medical and dental readiness requirements. Provides detailed information regarding the processes and procedures needed to develop action plans to increase medical readiness.

(5) Develops and provides IMR reports to subordinate units to support the scheduling of annual medical readiness requirements. Consolidates and forwards subordinate units' requests for funding and medical resources, both military and civilian, to accomplish annual and recurring medical readiness requirements.

(6) Reviews, validates, and forwards requests for temporary and/or permanent medical actions to include profile determination and medical boards (e.g. fitness for duty evaluation (FFDE), military occupational skills/medical retention board (MMRB), medical evaluation board/physical evaluation board (MEB/PEB)). Prepares, reviews, schedules, monitors, and submits line of duty investigations and packets for required medical review and/or action.

(7) Monitors the execution of all medical readiness events (military and civilian) to ensure compliance with regulatory and contractual obligations and that required documentation is submitted to facilitate payment.

(8) Monitors the posting of updated information derived from annual and recurring medical requirements (e.g. periodic health assessments (PHA), required immunizations, dental exams, physicals exams, profiling requirements) and other directed medical readiness requirements. Ensures subordinate elements comply with directed follow-up actions (i.e. sprint hearing test, over 40 cardiovascular screenings, additional blood draw, etc).

(9) Is the subject matter expert for continuing education/certification requirements for enlisted medical personnel and combat lifesavers. Maintains records and analyzes data from the medical occupational data system (MODS). Provides reports identifying enlisted medical personnel sustainment training requirements to the training specialist. Provides assistance and guidance to subordinate units on medical records management. Maintains consolidated reports regarding the status of sustainment training and qualification of all medical personnel.

(10) As a member of the command readiness inspection team, collects data and/or information used in the evaluation of individual medical readiness. Consolidates medical data for the preparation of the organizational readiness report.

(11) Ensures subordinate unit personnel maintain medical records in accordance with Army regulations/instructions and other established guidelines. Adheres to and provides guidance to subordinate units concerning regulations, policies, directives, and standards pursuant to Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule and the release of medical information/records.

(12) Provides guidance and assistance to subordinate unit personnel in the completion and maintenance of medical readiness information required for individual mobilization packets. Monitors and tracks the status of mobilized personnel with pending medical actions.

(13) Advises the Brigade/Group/Troop Command staff on manual and automated medical record management programs relative to documentation, regulations, directives, and organizational readiness reporting requirements. Assists in processing, documenting, storing, and retrieving medical records information IAW laws and regulations.

(14) Assists in the recruiting and retention activities of the organization.

(15) May assist with a variety of administrative/clerical support functions to ensure the effective operation of the office. Maintains a variety of files, records, and forms; prepares special and recurring reports; receives and distributes mail and composes replies to routine military and non-military correspondence; maintains suspense records of items requiring action or replies and notifies staff members when action is required.

(16) Performs other duties as assigned.

FINANCIAL CLERICAL AND TECHNICIAN

DESCRIPTION OF WORK

Work involves performing or supervising clerical or technician work in support of accounting, auditing, budgeting, or financial management functions.

EXPERIENCE REQUIREMENTS

Minimum Requirements: Experience, education, or training in progressively responsible clerical, office, or other work which demonstrates the candidates' ability to communicate with individuals at different levels in order to assist and provide information. Experience using computers and automated systems.

Specialized Experience:

GS-08 -- Must have at least 18 months experience doing thorough accurate work that requires a logical sequence of steps to accomplish a task. Experience in obtaining and interpreting information, organizing and developing clear and meaningful written information. Experience which included responsibility for the supervision and management of personnel.

DUTIES AND RESPONSIBILITIES:

(1) Performs broad-in-depth financial analysis of inter-related accounting, logistics and computer file systems concerning pay, accounts payable, and various travel entitlements, using multiple procedures, processes and techniques to evaluate alternatives and arrive at decisions, conclusions and recommendations. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial technical issues or problems.

(2) Performs in-depth analysis, complicated pay, travel, and accounts payable issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Utilizes experience and judgment, rather than guides, to fill in gaps, identify sources of information, and make working suppositions about what transpired to decide approaches, and resolve specific problems. Develops variations in approaches to fit specific problems or deals with incomplete, unreliable or conflicting data in the process of work performance in order to validate transactions and resolve inconsistencies.

(3) Analyzes particular facts of financial transaction problems/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and applies pertinent fiscal laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Performs research regarding many different and unrelated processes and methods relating to financial transactions for analysis of complex and unusual financial transactions. Analyzes results, applies personal initiative and judgment to make recommendations, which may result in changing guidelines affecting internal, state, and National Guard Bureau (NGB) level processes and procedures.

(4) Analyzes and resolves tax processing problems based on soldier inquiries or internal control audits/reviews, ranging from Permanent Change of Station (PCS) issues and combat tax exclusion pay to refunds of erroneous tax collections. Ensures complex tax issues involving tax documents, Do It Yourself (DITY) moves, and Relocation Income Tax Allowance (RITA) payments are accomplished accurately and timely.

(5) Interprets data to identify problems, determines nature of the problem or issue, decides approaches to use to resolve issues, and recommends solutions for systemic changes to enhance operations. Uses independent judgment to reconstruct incomplete files, devise more efficient methods for procedural processing, gather and organize information for inquiries, or resolve problems referred by others. Interprets user requirements in designing new ad hoc reports or modifications to standard financial and management systems, resulting from regulatory, system, or force structure changes.

(6) Researches, interprets, analyzes, and applies regulations, policies, procedures and legal decisions to work and/or resolve complex financial issues/problems. Uses public law; fiscal law; Department of Defense (DoD), Department of the Army (DA), Forces Command (FORSCOM), NGB, and Defense Finance and Accounting Service (DFAS) regulations; Standing Operating Procedures; Comptroller General Decisions; and policies and issuances to execute the full range of financial and commercial services.

(7) Performs or conducts research, investigates and solves problems involving reconciliations of discrepancies (Electronic Funds Transfer rejects, pay/personnel/travel mismatches) to identify, analyze and provide solutions regarding multiple entitlements, payments to personnel in various duty statuses and assorted payments to commercial vendors, including computation of interest due. Sorts complicated factual information and applies a variety of financial methods to resolve issues.

(8) Performs complicated actions to solve problems associated with processing actions regarding multiple pay, travel, and accounts payable financial systems. Incumbent uses related financial regulations and rulings covering diverse types of transactions to function as the technical authority for resolving an extensive range of financial issues or problems.

(9) Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; i.e. Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Operational Data Store (ODS), Standard Financial System ReDesign1 (SRD1), Defense Travel System (DTS), Integrated Automated Travel System (IATS), etc., by applying a series of different and unrelated methods, processes and techniques involving established financial management systems. Analyzes and develops a variety of new or established techniques and methods to evaluate alternatives and arrive at decisions, conclusions, and recommendations that enhance operations. Uses different procedures, as transactions are not completely standardized, or transactions are inter-related with other systems, that require coordination with other personnel or staff, both internal and external to the organization.

(10) Determines appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 active duty; Title 32 Inactive Duty for Training (IDT), Annual Training (AT), Active Duty for Training (ADT), Active Guard and Reserve (AGR), and Active Duty for Operational Support (ADOS (includes Defense Support to Civilian Authorities (DSCA) operations). Executes unique and special pay and entitlement actions in order to provide the appropriate entitlements, such as Base Pay; Basic Allowance, Housing (BAH); Basic Allowance, Subsistence (BAS); Incapacitation Pay (INCAP); Family Separation Allowance (FSA); Hazardous Duty Pay; Hostile Fire Pay; Combat Zone Tax Exclusion (CZTE); Special Duty Assignment Pay (SDAP); Student Loan Repayment Program (SLRP); incentive (bonus) pay; Invitational Travel Authorization (ITA); Jury Duty; child support; wage garnishments; allotments; survivor benefits; and incentive pays (Jump Pay, Medical Pay, Flight Pay, Foreign Language Proficiency Pay).

(11) Analyzes and processes transactions directly with U.S. Treasury and local financial institutions to ensure credits and collections are accomplished in a timely manner in accordance with law, regulation and policy.

(12) Applies information derived from personnel management systems to ensure proper pay and entitlements to Soldiers and civilians. Supports Soldier Readiness Processing (SRP) with face to face interviews to conduct personal records review and ensure effective transition to Title 10 duty with accurate pay and entitlements.

(13) Uses computer master file systems, document processing and the effects of transactions on existing records to modify normal automated processes while protecting historical data. Ensures accuracy of

modifications relating to payments, contract modifications, accessions, separations, collections, disbursements, garnishments, electronic fund transfer changes, and out of service debts or other actions involving complicated adjustments. Determines appropriate travel entitlements for multiple duty statuses and situations including Temporary Duty (TDY), local travel, and Permanent Change of Station (PCS).

(14) Determines appropriate payments to vendors by applying Prompt Payment Act, tax law, contract law, account code structure, invoice processes, and Grants and Cooperative Agreement regulations and guidelines.

(15) Audits the full range of pay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances.

(16) Schedules, runs, and analyzes various financial system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, transaction reports, and ad hoc reports.

(17) Responds to requests for assistance/information from multiple sources, to include soldiers, civilian employees, family members, unit supervisory personnel, Inspectors General (IG), Investigating Officers (IO), state and federal political members, and vendors. Trains customers on pay and travel entitlements and associated systems, processes and reports. Applies principles and practices involving data protected under the Privacy Act.

(18) Performs other duties as assigned.

ACCOUNTING TECHNICIAN GS-4/13

DESCRIPTION OF WORK

Work involves account maintenance, clerical, and accounting technician support positions requiring a basic understanding of accounting systems, policies, and procedures in performing or supervising the examination, verification, and maintenance of accounts and accounting data. Also includes positions that perform technical audit functions, develop or install revised accounting procedures, or perform similar quasi-professional accounting.

EXPERIENCE REQUIREMENTS

Minimum Requirements: Experience, education, or training involving arithmetic principles, attention to detail, and application of established procedures for recording and compiling data. Experience using computer and automation systems.

Specialized Experience:

GS-08 – Must have at least 18 months experience, education, or training of total accounting procedures. Experience planning, organizing and coordinating work in order to resolve problems that occur.

DUTIES AND RESPONSIBILITIES:

(1) Performs broad in-depth analysis on multiple management systems and applies this information to complicated precedent type cases to resolve especially difficult and sensitive, out of balance conditions associated with processing actions within accounting systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Reconciles accounting and budget data with Program Managers and the USPFO Deputy Financial Manager/Budget Officer. Balances all Program Managers' accounts with the federal database of record.

(2) Performs fact finding, research, and investigations to identify, analyze and recommend solutions regarding fiscal accounting activity. Analyzes particular facts of fiscal transaction problems/issues; verifies, evaluates, and interprets considerable amounts of data; obtains additional information to reconcile discrepancies or inconsistencies; and applies pertinent fiscal laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Relies often on experience and judgment rather than guides to fill in gaps, identify sources of information, and make working assumptions about what transpired. Applies many different and unrelated processes and methods associated with fiscal transactions to analyze complex and unusual accounting transactions. Responds to customer requests for information/assistance.

(3) Examines accounts or resolves difficult reconciliations requiring an analysis of adjustments and corrections in accounts. Traces transactions identifying the source(s) of discrepancies, develops corrective actions required to bring accounts into agreement, ensures the accuracy of adjusted accounts, and recommends actions to prevent recurrence of similar discrepancies involving a multiplicity of interrelated systems. Compiles and verifies the accuracy of accounting data to prepare statements and reports, schedules, and comparative analyses of accounting transactions.

(4) Reconstruct inaccurate accounts, gathers and organizes information for inquiries and resolves problems referred by managers, employees, congressional inquiries, etc. Suggests specific changes to state guidelines themselves, development of control mechanisms, additional training for customers, and specific guidance related to the procedural handling of documents and information.

(5) Coordinates with internal/external financial/program management personnel to resolve issues and/or prevent accounting errors. Uses initiative to guide and inform and persuade individuals who are skeptical or uncooperative, in order to provide information, take corrective action, and provide findings, and/or recommendations/solutions to comply with established laws and regulations.

(6) Researches, interprets, analyzes, and applies regulations, policies, procedures and legal decisions to work and/or resolve complex fiscal issues/problems regardless of the technical difficulties encountered. Uses originality to sort complicated factual information regarding public law; fiscal law; Department of Defense (DoD), Department of the Army (DA), Forces Command (FORSCOM), National Guard Bureau (NGB), and Defense Finance and Accounting Service (DFAS) regulations; Standing Operating Procedures; Comptroller General Decisions; and policies and issuances to apply a variety of methods in order to execute the full range of accounting services.

(7) Uses fiscal accounting and related interfaced systems to provide input/adjustments to the fiscal accounting database of record and the interoperable feeder systems of logistics, contracting, pay, travel, accounts payable, disbursement and interfund automated systems. Makes independent decisions regarding processes involving unusual circumstances or conditions. Develops variations in approaches to fit specific functions while often encountering incomplete, unreliable or conflicting data in the process of

work performance. Applies accounting methods, procedures, and techniques to conduct difficult and in-depth analysis. Validates transactions and performs research to resolve inconsistencies.

(8) Uses computer master file systems, document processing and the effects of transactions on existing records to modify normal automated processes in existing accounts while protecting historical data. Ensure adjustments relating to account balances, contract modifications, collections, disbursements, garnishments, or other actions involving complicated adjustments are performed accurately and timely.

(9) Schedules, runs, and analyzes various fiscal accounting reports, such as the Master Update Error report, AXol (Government Purchase Card) line of accounting report, and Master Update Listing for the Account Processing Code (APC) candidate file.

(10) Performs other duties as assigned

MATERIALS WORKER

DESCRIPTION OF WORK

Work involved in receiving, storing, and assembling for issue, shipment, and distribution, a wide variety of bin and bulk supplies, materials, equipment, or commodities using mechanized, automated, and manual material moving equipment, devices, and systems. Most work requires the incidental or regular use of for lifts and motor vehicles.

EXPERIENCE REQUIREMENTS

Minimum Requirements

WG – Experience or training which demonstrates the ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other hand tools; and to follow oral and written instructions.

WG-06 – Experience or training in receiving, packaging, and preparation for shipment. Experience in compiling reports, overall warehouse planning, documentation requirements, and accepted warehousing methods, procedures and techniques. Experience in setting up and rotating storage locations considering factors such as life expectancy, available space, product turnover, etc.

DUTIES:

1. Performs a full range of warehousing activities to include receiving, storing, selecting and shipping bulk and bin materials and equipment. Assists in the development of plans for storage and arrangement of stock to determine warehouse configuration, setup, movement, rearrangement and traffic flow. In larger warehouse facilities, the incumbent may participate in developing storage and space utilization plans in accordance with materials storage areas. The assignment may include insuring the safe receipt, storage, and movement of hazardous items such as ammunition, explosives, chemicals, or radioactive materials in accordance with facility and regulatory requirements. In smaller warehouses, the incumbent serves as the senior nonsupervisory worker of the facility, laying out storage space, establishing item locations, determining organization and arrangement of stock, identifying high and low usage items. Serves as the senior member of a warehouse project team comprised of material handlers involved in a special project such as relocating a major commodity or equipment group, or setting up a new commodity group area. Prepares items for processing, utilizing appropriate Standard Army Management Information System

(STAMIS) such as computer terminal and bar code reader to read, store, track and prepare material documentation. Performs classification inspections for material within range of authority. Ensures formal accountability when receiving, storing or issuing. Insures that special documentation remains with materials throughout the storage/issue process, i.e. Material Safety Data Sheet (MSDS), Controlled Cryptographic Item (CCI) certificate, and applicable annexes, Departments of Army Form 581, Ammunition residue certificate. Performs quality assurance inspections of materials in storage. Prepares a variety of supply documents and reports.

2. Coordinates incoming and outgoing shipments and placement of materials within docking area. Schedules personnel to facilitate movement in accordance with priorities, scheduling requirements and space allocations. Operates large warehouse perimeter vehicles such as cargo tractors, stake trucks, mobile cranes, and forklifts ranging in size up to 10,000 lbs.

3. Prepares inventory and production reports, screens and identifies shipping and receiving documents for discrepancies, and directs shipments to shipping or storage areas. May be required to store hazardous materials. This requires knowledge or specialized handling, storing, and safety procedures that can only be gained through formal course of study and on-the-job training to insure adherence to governing regulatory procedures and policies. Operates numerous hand and stationary power tools.

4. Identifies, examines, classifies, accepts and disposes of a wide variety of materials and property including electronic equipment, aircraft and automotive components and assemblies. Determines physical condition and serviceability of material and property. Checks stock numbers and part numbers in supply catalogs to adequately identify property. Advises supervisor about inconsistent shipment information, defective material or property, and damage from shipping. Recommends action to be taken. Prepares statements of facts pertaining to loss, damage or destruction of property. Routes items to maintenance activity for technical inspections when defects, excessive wear, corrosion, missing parts or damage is discovered.

5. Performs other related duties as required