

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

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ANNOUNCEMENT NUMBER: 18-495T      OPENING DATE: 26-Sep-18 CLOSING DATE: 19-Dec-18

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Administrative Support Clerk, GS-0305-05, D1439000, E-1/AB - E-7/MSgt, MPCN:107227434**

APPOINTMENT FACTORS: OFFICER       WARRANT OFFICER       ENLISTED

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KNOWN PROMOTION POTENTIAL: NONE

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**SALARY RANGE:**

**\$34,471.00-\$44,814.00 PA**

SUPERVISORY       MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

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**LOCATION OF POSITION:**

161<sup>ST</sup> Air Refueling Wing, Phoenix, AZ

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive a Indefinite Appointment and may be converted to permanent based on funding availability/no longer encumbered. acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC/MOS: 3F031**

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**Relocation Incentive may be offered:** YES  NO   
**PCS may be offered:** YES  NO

**NOTES:**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Must submit RIP or DD 214 to verify applicant possess required AFSC.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Ability to safe keep correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Military Personnel Data System (MilPDS).
2. Ability to manage and prepare clearances, personnel data control, force management, officer performance reports, training requirements, awards and decorations; inspecting administrative files, publication.
3. Ability to distribute and track civilian and military travel orders; annual training, special training, and other orders, to include special authorizations and reconciles the orders process with the workday accounting program to ensure validation of orders requirements.
4. Ability to develop procedures that affect administrative management and program development within the unit.

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**SPECIALIZED EXPERIENCE:** Must have at least 6 months experience, education or training that provided knowledge of general office work which may include but is not limited to: answering telephones, receiving and distributing mail and maintaining records. Experience following oral or written instructions to accomplish work. Experience establishing and retrieving files and information. Experience using common computer software designed for word processing.

**BRIEF JOB DESCRIPTION:** This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. Its primary purpose is to provide orderly room/administrative support for the organization.

**SELECTING OFFICIAL:** CMSgt Hudgins

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