

**STATEWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4821; DSN 853-4821  
WEBSITE: www.azguard.gov/hro  
EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 15-325T OPENING DATE: 25-Jun-2015 CLOSING DATE: 19-Jul-15**

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

**Secretary (OA), GS-0318-06, SrA/E4-TSgt/E6, TCD0832000, MPCN:070777834**

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**APPOINTMENT FACTORS: OFFICER**

**ENLISTED**

**SALARY RANGE:**

**\$36,420.00-\$47,349.00 PA**

**SUPERVISORY  MANAGERIAL**

**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

**Headquarters Air, Phoenix, Arizona**

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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 arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** 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. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it 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), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). 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. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**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, (HQ Air) and must possess the following AFSC: 3S051/3S071 OR 3A151/3A171**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**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.

**AREA OF CONSIDERATION:** This position is in the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive a Indefinite Appointment that may be converted to Permanent once the funding is available for a new position, or if the position is 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. **PCS funds are not authorized.**

**NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain a completed Optional Form 612 (Application for Federal Employment) or must include a Resume.**

**NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)..**

**NOTE: (USERRA) If Vice returns to restore, member hire for this position must understand their Technician Temporary Indefinite tour will end, unless 5-year restoration period expires first. IAW Uniformed Services Employment and Reemployment Rights Act of 1994- Public Law 103-353.**

**NOTE: Preferred working knowledge of AROWS and Defense Travel System (DTS).**

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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. Knowledge of the military/civilian duties, rules, regulations, procedures and program needs.
2. Knowledge and skill to coordinate the work of the office with other offices, including advising clerical personnel in subordinate offices on new procedures or regulations, and on information for use in conferences or reports.
3. Skill in oral and written communications.
4. Ability to deal with all levels of the chain of command.
5. Ability to handle a multi-tasked, multi-priority environment.
6. Knowledge of general office automation and skill in computer applications.
7. Knowledge of grammar, spelling, punctuation and required formats.
8. Ability to independently prioritize work requirements and tasks on a daily basis in order to provide a high standard of customer service and section support.
9. Knowledge of AROWS and Defense Travel System (DTS).

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**SPECIALIZED EXPERIENCE:** Must have 12 months experience performing clerical or administrative duties in an office environment. Must have experience performing office functions such as, referring visitors, screening telephone calls and to route correspondence by name or functional area. Experience working independently and setting priorities with very little supervisory control. Must have knowledge, but prefer in-depth knowledge of AROWS and Defense Travel System (DTS).

**BRIEF JOB DESCRIPTION:** This position is located at Joint Force Headquarters (Air). Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervisions or is of limited complexity where extensive responsibility exists for outside coordination. Participates intensively in the management of the office by applying a good working knowledge of the program under control of the supervisor(s) and relieves the supervisor(s) of unnecessary clerical and administrative support work. Receives visitors and telephone calls, directs to different offices or personnel. Exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Personally takes care of many matters and gives out administrative and readily available substantive information to callers. Schedules appointments, meetings and conferences without prior clearance based upon personal knowledge of supervisor's workload and current issues of importance. Remind supervisor(s) of appointments and reschedule appointments when it is apparent that supervisor(s) cannot meet previous schedules. During supervisor's absence, maintain a chronological record of events including official visitors, decisions to be made upon return, unfinished business requiring attention, and related matters. Prepares responses to requests for general information concerning the organization's functions from source material. Maintains office files of correspondence, directives, regulation and other information. Maintains suspense records on incoming correspondence and action documents and follows up on work in process to ensure timely reply or action. Anticipates need for information and prepares material to be immediately available for supervisor's needs. Follows up on required actions and informs supervisor(s) of status. Attends meetings and performs associated duties. Determines those that can be acted upon personally and drafts replies to general inquiries not requiring a technical knowledge of the program. Assists in interpreting instructions and establishing required actions. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Arranges for travel, visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel authorizations, vouchers and reports. Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and non-military correspondence, reports, summary sheets and statistical and tabular material. Performs other duties as assigned.

**SELECTING OFFICIAL:** SMSgt Wes Hudgins

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