



APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Army National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico. Employment is contingent on the successful completion of a required pre-placement medical examination.

REPromOTION STATEMENT: New Mexico Army National Guard technicians who were previously downgraded from a grade equal to, or higher than, that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

LOWEST PAY GRADE ACCEPTED: Applicants must indicate on their applications the lowest pay or grade that will be accepted.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians), or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX.

**EVALUATION METHOD:** All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representative who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

**MILITARY COMPATIBILITY:** Individual selected must be assigned, prior to appointment, to a compatible Duty Military Occupational Specialty Code of: CMF 71; MOS 92A, 92Y.

**BASIC QUALIFICATION REQUIREMENTS:** The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

**SPECIALIZED EXPERIENCE:**

**GS-05:** Must have six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the organizational functions and procedures necessary to perform such duties as distribute and control mail, refer phone calls and visitors and provide general, nontechnical information.
2. Knowledge of the filing system and various references and handbooks commonly used by the staff in order to classify, search for, and dispose of materials.
3. Knowledge of procedures required to maintain leave records of the staff and to prepare forms required for various personnel actions.
4. Knowledge and skill to coordinate the work of the office with other offices.
5. Knowledge of grammar, spelling, punctuation and required formats.
6. Knowledge of general office automation software, practices, and procedures and competitive level proficiency in typing to accomplish word processing/office automation responsibilities of the position.

**GS-04:** Must have three months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of clerical and administrative procedures, rules, and office practices.
2. Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.
3. Skill in word processing. Knowledge of grammar, spelling, punctuation, and required formats.

EDUCATION SUBSTITUTION: Military education, related to the position, may be substituted for specialized experience on a day-for-day basis for qualification at the GS-04 level. Certificates/diplomas must be submitted with application for award of credit. Civilian education, above the high school level, may be substituted for specialized experience on a case-by-case basis. Transcripts or equivalent must be submitted for award of credit.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type, and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: The purpose of this position is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Participates in the management of the office by applying a good working knowledge of the organizational functions and procedures in order to relieve the supervisors of clerical and administrative support work. Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from supervisors. Receives incoming correspondence, screening material prior to distribution, establishing controls, and following up for the supervisor. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments.