

DISTRICT OF COLUMBIA PUBLIC  
EMPLOYEE RELATIONS BOARD  
POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CG 12004	OPENING DATE  <b>June 28, 2012</b>	CLOSING DATE:  <b>Open until filled</b>	OPEN TO ALL APPLICANTS
Position: Secretary CS- 318-07	TYPE OF APPOINTMENT: <b>Career Service</b>	Salary: <b>\$34,706-\$45,560</b>	
DIVISION:	LOCATION: 1100 4 <sup>th</sup> Street, SW., Washington, DC 20024	TOUR OF DUTY: Full-time	

**PREFERENCE AMENDMENT ACT OF 1998:** An applicant for a position in the Career Service, for an attorney position (DS 905) in the Excepted Service, or for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Public Employee Relations Board (PERB). The position requires a broad range of secretarial and administrative skills and will be responsible for handling a full range of assignments under the direction of the Executive Director. Receives telephone calls, visitors and incoming correspondence, screening all of the above to determine where it should be directed. Review all outgoing correspondence and reports for proper format, accuracy and coordination of facts in accordance with established policy. Independently, compose and edit a variety of office documents. Prepare time and attendance. Establish and maintain paper and electronic case files. Assign incoming case numbers and make sure that all pertinent paper and electronic documents are filed correctly. Maintain incoming and outgoing correspondence logs. Prepare monthly packages consisting of case files for Board meetings. Keep an ongoing inventory of supplies. Aid in creating and maintaining office calendar and assisting with the Executive Director's scheduling needs. Perform special projects and other administrative duties as assigned.

**QUALIFICATIONS:** At least two years of experience in working in a secretarial/clerical capacity in an office environment. Must be knowledgeable and skilled in using the Microsoft Office.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** The applicant should describe specific incidents of sustained achievements from his/her experience that show evidence of the level at which he/she meet the ranking factors that have been determined to be of importance for the position for which the applicant is applying. The applicant may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which he/she possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of

his/her knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE THE APPLICANT FROM CONSIDERATION.**

### **RANKING FACTORS**

1. Ability to handle administrative matters requiring tact and initiative.
2. Skill in proofreading documents such as correspondence to the public, reports and other materials.
3. Ability to keep abreast of pertinent administrative rules, regulations and procedures.
4. Ability to manage multiple projects and completing assignments in a timely manner.
5. Ability to communicate effectively.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY: SUBMIT FORM DC 2000 TO:**

Yvonne P. Waller  
D.C. Public Employee Relations Board  
1100 4<sup>th</sup> Street, S. W, Suite E630  
Washington, D.C. 20024  
(202)727-1822

### **NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et sea.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.