



HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: NV-OKI-04-033
TITLE/SERIES/GRADE: Medical Support Assistant, GS-0679-04
SALARY: \$21,518 to \$27,971 per annum

LOCATION: U.S. Naval Hospital, Camp Lester, Okinawa

NOTE: This announcement will serve to provide a supply of qualified applicants for vacancies which may occur through December 2004. Applications submitted for this announcement will be processed into a database and will be used to fill current and future vacancies. It is the applicant's responsibility to ensure all information provided is current and to inform the Navy HRO of any changes in status or availability.

NOTE: This announcement may be used to fill permanent and temporary appointments.

NOTE: All requirements and documents must be submitted with your application. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

AREA OF CONSIDERATION: OKINAWA-WIDE

- Current permanent DoD appropriated fund employees.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation.
- Transfer eligibles: Current permanent, competitive non-Navy/Marine Corps Federal employee.
- Spouse and family members of military or civilian personnel of the Federal government residing in the commuting area **with SOFA status**, and other U.S. citizens residing on Okinawa.
- Compensable veterans with service connected disability of 30 percent or more; preference eligible veterans; and veterans who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service.
- Employment Program for People with Disabilities: Have a physical or mental impairment which substantially limits one or more major life activities.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies.
- Military spouses within 30 days of PCSing to Okinawa. Military spouses will not be referred to the selecting official until arriving on Okinawa. Applications must be received by the cutoff or closing date. It is the responsibility of the military spouse to notify SHRO upon arrival on island, and to provide all information concerning positions for which they have applied (e.g., announcement numbers).

NOTE:

- This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized.
- Applications will be accepted from U.S. citizens residing on Okinawa who do not have SOFA status. **However, referral for selection consideration will only be made if there are no qualified SOFA applicants.**
- Position is subject to the provisions of the DoD Priority Placement Program.
- This announcement may also be used to fill temporary/permanent positions. Applicants should reflect availability for such positions.

SUMMARY OF DUTIES:

Receives patients in clinics and directs to appropriate care provider. Schedules patient appointments via telephone or during patient visits. Answers telephone calls and refer to appropriate clinic staff. Takes and disseminates messages. Provides general information to callers regarding clinic routine and procedures. Assembles patient records/charts in chronological order. Utilizes personal computers to maintain, store, and retrieve data. Prepares computer-generated reports, spreadsheets, letters, and other correspondence. Maintains filing system to include X-ray charts and laboratory reports.

METHOD OF EVALUATION: Qualified candidates will be evaluated based on the following knowledge, skills, and abilities:

- 1) Knowledge of Naval Hospital procedures for assembling patient's charts in the required order.
- 2) Knowledge of medical terminology and its spelling.
- 3) Ability to file test results, records and reference materials according to subject matter.
- 4) Knowledge of procedures for receiving, discharging, and transferring patients in the unit.

QUALIFICATION REQUIREMENTS: Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

One (1) year of general experience equivalent to the next lower grade, or 2 years of higher education above High School, or a combination of experience and education

General Experience:

Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience:

Experience which, equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position that is in or directly related to the position to be filled such as knowledge of medical terminology, hospital procedures, etc.

OTHER REQUIREMENTS:

- 1) A one-year trial/probationary period is required if applicant selected has not previously met this requirement
- 2) If qualified based on education, applicant must provide official transcript.
- 3) Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.
- 4) Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to the overseas area.

- 5) Pay retention will be afforded to applicants recruited outside Okinawa who accepted a downgrade when there is no step in the lower grade that equals or exceeds their current basic rate of pay.
- 6) Male applicants born after December 31, 1959 are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
- 7) To meet qualification requirements when education is required or being substituted for experience when applicable, the following applies: At the time the education was obtained, the entire institution, applicable school within the institution, or the applicable curriculum was appropriately accredited by the U.S. Department of Education. Education completed outside the U.S. must have been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

HOW TO APPLY: Submit the following:

- 1) There is no specific format required. You may submit a resume, OF 612, or SF-171. However, if you submit a resume, it must contain all of the information required on the OF 612. All applications must have an original signature
- 2) Most recent Performance Rating if current federal employee.
- 3) **Separately list each KSA (Knowledge, Skill and Ability) in the order shown in this announcement and give examples of how and where you have demonstrated each.**
- 4) Current SF-50 showing type of appointment (applies to all current and former employees of the Federal government). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.
- 5) Veteran preference and non-preference veterans must submit member 4 copy of DD Form 214 (military discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and an official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, verifying to the veteran's present disability.
- 6) Supplemental Questionnaire must be attached to application.
- 7) All applicants must attach a copy of sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
- 8) Your current passport with SOFA stamp.
- 9) Declaration of Federal Employment, OF-306.
- 10) Application must be received on or before the closing date of the Vacancy Announcement.
- 11) Faxed applications and applications mailed in an official government envelope will not be considered. **Military spouses within 30 days of PCSing to Okinawa may fax or mail their applications.** Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.
- 12) Inquiries concerning status of application may be made within two weeks after closing date.

WHERE TO APPLY: Human Resources Office, Bldg. 3597, Okinawa Satellite Office, Kadena Air Base

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

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. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187.

AN EQUAL OPPORTUNITY EMPLOYER