

**Department:** Department Of Agriculture  
**Agency:** Agricultural Research Service  
**Sub Agency:** Office of the Center Director/Location Support Staff  
**Job Announcement Number:** ARS-X8W-0282

## Property Disposal Clerk/Technician

**Salary Range:** 26569 to 38639 USD Per Year  
GS-04: \$26,569 - \$34,545; GS-05: \$29,726 - \$38,639

**Series & Grade:** GS-1107-04/05

**Promotion Potential:** GS-05

**Open Period:** 7/29/2008 to 8/19/2008

**Position Information:** Part-time, Term position not to exceed 13 months  
(May be extended up to 4 years without further competition)

**Duty Location:** 1 vacancy - Manhattan, KS

### Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

### Job Summary:

Seeking a temporary, part-time Property Disposal Technician (OA) to support the Location Support Staff by processing all excess personal property.

### Your U.S. citizenship must be verified prior to entrance on duty.

### Major Duties:

The incumbent will be involved in processing excess personal property which includes disposal of serviceable/unserviceable property, damaged, lost and stolen property, loans, and transfers. Processes donated and auctioned items by completing the proper paperwork, arranging pick-up, and removing from the inventory. Maintains the location's Vehicle Utilization and tracking system. Compiles monthly and quarterly reports on vehicle usage, repair, and maintenance. Uses office automation software packages and equipment to prepare and type correspondence, memoranda, reports, manuscripts, and other documents, ensuring accuracy with regard to format, arrangement, spelling, grammar, punctuation, and distribution of copies. Completes paperwork for new and separating employees which include issuing and voiding ID cards, getting security forms signed, and updating the internal personnel database. Receives, sorts, and routes incoming mail and correspondence. Maintains office bulletin boards, ensuring material of interest and importance to employees is current and posted. Serves as backup purchasing agent utilizing micro-purchase authority up to \$2,500. Assists warranted purchasing agent during peak periods. Has oversight responsibility for Time and Attendance reports to assure timely submission and accuracy; lump sum payments are processed expeditiously; and proper delegations of authority are obtained for approval of credit time and overtime. Receives telephone calls, greets visitors, and directs to staff members only those contacts needing attention or action. Determines supplies needed for the Center and prepares the necessary paperwork to purchase items. Receives and distributes supplies and special order items. Arranges for office equipment to be repaired by contacting and preparing appropriate paperwork for the vendor or responsible party. Establishes and maintains a variety of office records and files. Updates and purges files on a regular basis.

### Qualifications:

Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

### Basic Requirements:

GS-04: One year of general experience equivalent to at least the GS-04 **OR** two years of education above high school.

GS-05: One year of specialized experience equivalent to at least the GS-04 grade level **OR** four years of education above high school.

**A fully qualified typist (minimum typing speed of 40 words per minute) is required. You must self-certify typing speed proficiency on your application.**

**Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.**

**Specialized Experience** is experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of property management regulations governing personal property inventory, control, maintenance, disposition, and effective utilization.
2. Knowledge of procurement regulations, policies, and procedures, and systems governing acquisitions.
3. Knowledge of English grammar, spelling, punctuation and required formats to type, proofread, and correct errors within documents.
4. Skill in using a personal computer and software packages to prepare documents.

Education: If qualifying all or in part based on your education, you must submit a copy of your academic transcripts **OR** a list of college courses with credit hours, dates completed, and grade point average or class ranking to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty. Application materials will not be returned.

Graduate education must be directly related to the work of the position and must have equipped you with the knowledge, skills, and abilities necessary to do the work.

Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Please visit the Office of Personnel Management's website at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> for additional information on this topic.

### **How Will You Be Evaluated:**

You will be evaluated to determine if you meet the basic and any additional requirements. The Agricultural Research Service uses a category rating process. Based on evaluation of all written materials submitted in application for the position, you will be determined to be Ineligible, if you do not meet eligibility and/or minimum qualifications criteria; Eligible, if you meet all eligibility and minimum qualifications criteria; OR Quality, if you meet quality criteria in addition to eligibility and minimum qualifications criteria. For information about how to address KSAs, please visit our website at <http://www.ars.usda.gov/careers>, click on 'How to Apply,' then click on 'What are those KSAs anyway?' For more information about the evaluation process, please visit our website at: [www.ars.usda.gov/careers](http://www.ars.usda.gov/careers), click on 'How to Apply,' then click on the link to 'Qualifications and What They Mean.'

**Benefits:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

**Other Information:****Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

**Veterans Employment Opportunities Act of 1998 (VEOA):** Qualified candidates eligible under the Veterans Employment Opportunities Act (VEOA), a special hiring authority, will be considered. VEOA eligibles are preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of active service. Veterans who are released under honorable conditions shortly before completing a 3-year tour are also eligible.

**Creditable Service:**

Service credit for annual leave accrual may be granted for directly related non-Federal work experience or uniformed service for newly appointed individuals, or those individuals reappointed after a break in service from civilian Federal employment of at least 90 calendar days. The amount of non-Federal service to be credited will be based on the amount of directly related and documented experience that the selectee possesses as documented by the employee and which is approved by agency management.

**USDA CTAP/ICTAP or Federal Displaced Employees:**

Applicants requesting consideration under the CTAP or ICTAP programs must submit documentary evidence of eligibility. Well qualified CTAP and ICTAP applicants within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. If you are requesting consideration as a CTAP or ICTAP applicant, you must submit the following:

- 1) A copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) Evidence of full performance level of current position;
- 3) A copy of your most recent performance appraisal; and
- 4) A copy of your most recent SF-50, Notification of Personnel Action.

**Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

**Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

**False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

**Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

**Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**ARS Reasonable Accommodation Contact Information:**

If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD).

**How to Apply:**

Applications may be mailed, faxed, or e-mailed to the appropriate address and/or facsimile number, but they must be **postmarked** by 11:59 p.m. Eastern Standard Time on the closing date.

If sending your application as an attachment to an email, do not send zipped files. They will be removed in accordance with standard electronic security procedures.

If hand delivered, be sure your application is received in the Human Resources Division on or before closing date.

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation as appropriate. Some of the items listed may not apply to you. NOTE: Applications received in postage paid government envelopes will not be considered.**

**APPLICATION PACKAGE CHECKLIST**

\_\_\_ Optional Form 612 (Optional Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

**The following information is required of all applicants:**

\_\_\_ Announcement number, title, and grade(s) of the position

\_\_\_ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

\_\_\_ Statement that you are a U.S. citizen (if not using the OF-612)

\_\_\_ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (only if claiming veteran's preference) (Visit the following web site for additional information:

<http://www.opm.gov/employ/veterans/html/vetguide.asp>

\_\_\_ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)

\_\_\_ Paid and non-paid work experience related to the position. For each period of work experience include:

\_\_\_ Job title

\_\_\_ Series/grade (if Federal employment)

\_\_\_ Duties and accomplishments

\_\_\_ Employer's name and address

\_\_\_ Supervisor's name and contact information

\_\_\_ Starting and ending dates of employment (at least month/year)

\_\_\_ Number of hours worked per week

\_\_\_ Salary

\_\_\_ Indicate if we may contact current supervisor/employer

\_\_\_ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

\_\_\_ Certificates/licenses (current)

\_\_\_ Honors, awards, and special accomplishments

\_\_\_ Supplemental questionnaire if applicable  
(usually for Federal Wage System positions - WG, WL, WS)

\_\_\_ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

\_\_\_ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

\_\_\_ Copy of most recent performance appraisal (if you are a current federal employee)

\_\_\_ Second copy of application package IF you are a candidate with competitive status. (NOTE: All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications when the position is open to both status and non-status candidates. When only one (1) application is received, it will be considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.)

\_\_\_ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at [http://www.opm.gov/Strategic\\_Management\\_of\\_Human\\_Capital/fhfr/default.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp))

\_\_\_ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)

\_\_\_ Self-certification of typing speed (if required as a basic qualification for the position)

\_\_\_ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

**Location Contact Information: Janette Jensen, (785) 776-2737**

**Contact Information:**

Keli A. Martin  
Phone: 301-504-1584  
Fax: 301-504-1535  
TDD: 202-855-1234  
Internet: SCIRECRUIT@ARS.USDA.GOV

Or Write:  
Department Of Agriculture  
USDA-REE-ARS-HRD/ARS-X8W-0282  
5601 Sunnyside Avenue, Stop #5106  
Beltsville MD 20705-5106  
E-Mail: SCIRECRUIT@ARS.USDA.GOV

**What to Expect Next:**

Applicants will receive written confirmation from this office when their application package is received. After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.