

Office Assistant AD-0303 Job Announcement

Office Assistant, Arlington, VA

(\$43,057 - \$55,970)

Job Summary:

This position is located in Arlington, VA, Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent will perform a wide variety of administrative duties for and on behalf of the Director of Security relating to the day-to-day support of SIGAR's administrative options.

Major Duties:

The incumbent will perform a wide variety of administrative duties for and on behalf of the Director of Security relating to the day-to-day support of SIGAR's administrative options.

Provides general office support as required to include greeting and receiving guests to the SIGAR Arlington office, receiving and screening incoming telephone calls; and exercises maximum tact, diplomacy and judgment to determine which calls should be referred to other staff members, etc. Incumbent will provide accurate and timely information, use correct spelling, grammar, format, and the arrangement of materials and interacting; and will be punctual and maintain excellent attendance.

With the direction of the supervisor, maintains informal records and prepares data summaries and/or narrative analyses for inclusion in routine and special reports, and/or testimonials or other presentations.

Makes appointments based on knowledge of their schedule, priorities, and established policies, rescheduling appointments as needed. Makes arrangements for meetings and conferences by scheduling rooms, contacting attendees, and preparing materials needed for meetings. Maintains office files in accordance with standard filing practices.

Uses office automation systems and various software packages to accomplish work. Assignments include preparing correspondence, reports, records, statistical and narrative material, and messages in final format. Uses knowledge of software utilities and function commands to manipulate text to accomplish formats, revisions, deletions, and additions. Uses judgment in selecting spacing; arranging material, and ensuring proper punctuation, capitalization, spelling, grammar, arithmetic, etc.

Provides transportation to executive staff as required and ensures the safe operation and care of government-owned vehicles. Assists with agency transportation requirements as necessary.

Assists with agency-related logistics requirements to include office relocations, movements of furniture, supplies and information technology-related equipment.

Performs other duties as assigned.

Knowledge Required:

General knowledge of overall SIGAR operations, missions, and organizations to effectively provide administrative support to a senior level official; solid foundation of administrative and protocol concepts and practices as well as strong organizational and office management skills; and exercises judgment and discretion in expeditiously responding to formal assignments, inquiries from other offices, agencies, and correspondence. Ability to absorb large amounts of information on fast-changing issues related to the SIGAR mission, sift through the information as well as prioritize and articulate the information quickly. Ability to effectively communicate orally and in writing; knowledge of and a high level of skill in the use of office automation systems, equipment, and software to include word processing software, database management, spreadsheets, graphics, electronic mail, and electronic forms are required.

The incumbent must possess excellent interpersonal skills, and have an ability to learn and work effectively with the media as well as with Congressional, Department of Defense and Department of State offices; must be able to work efficiently and accurately under pressure, with a high degree of alertness, good judgment and intelligence. The incumbent must be able to identify, analyze and develop courses of action and recommendations for resolving management problems.

The incumbent will be able to provide accurate and timely information, use correct spelling, grammar, format, and the arrangement of materials and interacting; and will be punctual and maintain excellent attendance.

Other Requirements:

Incumbent occupies a position that may be considered essential to support of the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).

Overseas travel may be required. In support of this travel, the incumbent will be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

This position requires the incumbent to complete a Form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential Financial Disclosure Report.

This incumbent must be eligible for and be able to maintain a SECRET clearance.

Reemployment of Annuitants:

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

Applicants should send a resume by electronic transmission, to sigar.pentagon.m-s.mbx.jobs@mail.mil or fax 703-602-8753 Attention: Human Resources- Office Assistant Announcement.