



# National Capital Planning Commission

## VACANCY ANNOUNCEMENT NUMBER: 2009-MP01

**OPENS: 01/14/09**

**CLOSES: 01/30/09**

**POSITION:** Information Receptionist

**PAY PLAN, SERIES, GRADE:** GS-0304-5

**SALARY:** \$33,269 - \$43,251 PER ANNUM

**AREA OF CONSIDERATION:** Applications will be accepted from all Status Candidates (Merit Promotion Eligibles) including VEOA

**DUTY STATION:** National Capital Planning Commission  
Office of Administration  
401 9<sup>th</sup> Street, N.W., Suite 500 North  
Washington, DC 20004  
(close to Metro Yellow and Green Lines - Archives/Navy Memorial)

**PROMOTION POTENTIAL:** None

**NUMBER OF VACANCIES:** 1

**NOTE:** This vacancy is being advertised government-wide and is open to status applicants. Status applicants are those individuals who are currently serving on a career or career-conditional appointment, individuals who are eligible for reinstatement, or individuals who are applying under the Veterans Employment Opportunities Act (VEOA) program. The vacancy is also being concurrently advertised under delegated examining procedures for non-status applicants under Announcement 2009-DE01. Applicants who wish to be considered under both delegated examining and merit promotion procedures **must** apply to both vacancy announcements

This position is located in the Office of Administration, National Capital Planning Commission (NCPC). The incumbent works under the direction and supervision of the Administrative Officer.

**MAJOR DUTIES AND RESPONSIBILITIES:** may include, but are not limited to:

1. Greets and receives visitors to the Commission providing general information about NCPC activities and programs. Assures NCPC visitor security procedures are constantly observed. Checks personal identification, verifying visitor sign-in and security badging, coordinates proper visitor escort and/or directs cleared visitors to locations within the NCPC.

2. Operates agency's main telephone line. Receives all incoming telephone calls and requests, providing general information about NCPC activities and programs and refers calls or takes messages for the appropriate individual or department.
3. Maintains agency visitor sign-in records and delivery logs. Accepts route deliveries, project submissions and ensures information is forwarded to the appropriate points-of-contact. Prepares materials, documents and other miscellaneous items for mailing and/or shipping
4. Coordinates and directs conference and meeting facilities use for agency staff and visitors, including set-up of meeting facilities and event planning and support.
5. Assists with ad hoc administrative support as needed.

### **QUALIFICATION REQUIREMENTS:**

Applicants must have one (1) year of specialized experience at least equivalent to the next lower grade level. To be creditable, the specialized experience must have been at least equivalent the GS-4 grade level in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. An example of this specialized experience is defined as experience greeting and receiving visitors, receiving telephone calls and requests and coordinating meetings.

Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. Equivalent combinations of education and experience may be used to meet total experience requirements.

**APPLICANTS MUST MEET THE MINIMUM ELIGIBILITY REQUIREMENTS WITHIN THIRTY (30) CALENDAR DAYS AFTER THE CLOSING DATE OF THIS ANNOUNCEMENT.**

Minimum Eligibility: Due to the length of the Operating Manual of Qualification Standards for General Schedule positions, it cannot be printed in its entirety. A copy of the standard can be found on the Internet at <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA):**

The following KSAs must be addressed in order to receive consideration for this position. You should present information as detailed as possible because it will be used as the basis on which you will be evaluated. On a separate sheet of paper, describe the extent to which you possess the knowledge, skills and abilities listed. Provide clear, concise examples of your level of training, education, accomplishments and responsibilities as they relate specifically to this announcement. Your statements should be supported by experience and/or education listed in your application.

1. Ability to communicate effectively orally with individuals of varying backgrounds.
2. Ability to plan effectively, set priorities and coordinate activities with established deadlines.
3. Ability to communicate in writing.

## **BASIS OF RATING:**

Applicants will be rated on the basis of education, experience, and KSA responses appropriate to this position. Applications will be evaluated and ranked as indicated in the Merit Promotion Plan and must meet appropriate time-in-grade requirement for promotion. Unpaid or voluntary experience related to the position will be considered in determining qualification.

## **HOW TO APPLY:**

To receive consideration for this position, an application package must include all of the following:

### 1. Resume or OF-612

Although the federal government does not require a standard application form for most jobs, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for federal employment.

- a. Social Security Number
- b. Indication of United States Citizenship.
- c. Relevant Work Experience for each paid or non-paid position. Do not provide copies of job descriptions:
  - Job title
  - Duties and accomplishments
  - Number of hours per week
  - Employers name and address
  - Supervisor's name and phone number
  - Starting and ending dates of employment (month and year)
  - Salary
  - Indicate if your current supervisor may be contacted
- d. Education:
  - High School name, city, state and zip code, date of diploma or GED.
  - Colleges and/or Universities attended, city, state and zip code.
  - Major field(s) of study.
  - Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.
- e. Other Qualifications:
  - Job-related training courses (title and year).
  - Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
  - Job-related certificates and licenses.
  - Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

### 2. SF-50

### 3. Performance Appraisal (no older 15 months) or two (2) letters of reference

4. Individual KSA responses
5. Veterans Status (if applicable)
  - Form DD-214 or SF15
6. CTAP/ICTAP Eligibility (if applicable)
  - Reduction-in Force (RIF) separation notice

**FAILURE TO SUBMIT ANY OF THE FOLLOWING MAY RESULT IN YOUR NOT BEING CONSIDERED FOR THIS POSITION.**

**WHERE TO APPLY:**

All application packages are to be sent electronically to the email address below:

[jobs@ncpc.gov](mailto:jobs@ncpc.gov)

If you do not have access to the internet or you encounter technical difficulties submitting the application package, please use the contact information below Monday through Friday, 9:00AM to 5:00PM, (except Federal holidays), for alternate methods of application.

**AGENCY CONTACT INFO:**

Phyllis Vessels, Human Resources Specialist

Phone: (202) 482-7200

Mail: National Capital Planning Commission  
Attn: Human Resources  
401 9<sup>th</sup> St., NW, Suite 500  
Washington, DC 20004

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE**

**OTHER REQUIREMENTS/INFORMATION:**

- In accordance with 18 U.S.C. §1719, applications received in a postage-paid government envelope will not be considered.
- Faxed copies of applications will **NOT** be accepted.
- United States citizenship is required.
- A copy of SF-50 Notification of Personnel Action as proof of status in the Federal service.
- (Male applicants who were born after December 31, 1959, are required to complete a Certification Statement for Selective Service Registration prior to appointment. For registration information, visit <http://www.sss.gov>. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

- Selection for the position will be made without discrimination as to race, color, religion, national origin, sex, age, marital status, lawful political affiliation, physical handicap, or other non-merit consideration.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation in order to complete any part of the application process, please notify the agency contact identified in this announcement.
- Priority consideration will be given to candidates under CTAP and ICTAP placement programs.
- Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration. You are considered well qualified if you attain eligibility rating of 90.0 or higher, not including points for veteran's preference.
- Federal employees seeking CTAP/ITAP eligibility must submit proof that they meet the requirement of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent performance rating and copy of their most recent SF-50 showing current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- All military service must be documented with a DD214, (Certificate of Release or Discharge From Active Duty), or other proof of eligibility. An SF-15 (Application for 10-point Veterans Preference) and written verification must accompany application in order to receive 10-point preference.
- Applicants will be required to submit to drug testing. Failure to successfully pass a screening will be grounds for immediate removal.
- Relocation expenses will not be paid.

For more information about our agency, please visit our website at [www.ncpc.gov](http://www.ncpc.gov).