



Vacancy Announcement

Secretary (OA), GS-318-07/08

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Announcement Number: NW0318

Date Opens: September 9, 2004

Date Closes: September 22, 2004

Location: Washington Navy Yard

Area of Consideration: DON

About Us: NDW is the regional provider of base operating support to eighteen Naval installations within a one hundred mile radius of the Pentagon. Services provided include public works, public safety, community support, human resources, information technology, supply, air and port operations, ceremonial support, environmental and safety. The eighteen installations include Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Navy Recreation Center Solomons, Naval Air Facility Washington, Naval Support Activities Carderock, Dahlgren and Indianhead, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Indianhead, NSA Annapolis and Naval Research Laboratory.

About the Job: The incumbent serves as the personal secretary to the Executive Director and provides administrative support to the Deputy and Command Master Chief. Incumbent has frequent contact with military and civilian personnel at the highest levels within DoD, other Federal agencies, state and local governments, private industry, non-governmental organizations and diplomatic representatives of foreign countries. In support of the Commandant's Front Office, the incumbent manages the discretionary budget and maintains the Government Credit Card. The incumbent provides technical direction and assistance to the Front Office enlisted staff to include scheduling, correspondence management (routing, tracking and filing and drafting of replies), office and equipment management and procurement and office protocol. Incumbent makes extensive complex travel arrangements and prepares

itineraries for the Executive Director and other senior Front Office staff members. Incumbent edits materials before final dissemination and ensures that the administrative practices and procedures used throughout the NDW regional organization are consistent with those of the Commandant's Front Office. Maintains up-to-date official and social locator index and mailing addresses for personnel who conduct business with the Executive Director. Exercises exclusive control over the Executive Director's and Command Master Chief's schedules, with complete authority to schedule and prioritize appointments. Coordinates schedules to ensure that all official obligations are met. Uses computer software and equipment including spreadsheet, database, word processing and scheduling software and equipment to put either in draft or final form, a wide variety of official and informal letters, directives and messages. Screens all calls and visitors, reviews all incoming correspondence and drafts replies to mail not requiring the attention of the Executive Director.

Qualifications: OPM requires one year of specialized experience equivalent to the next lower grade level.

Knowledge, Skills and Abilities: In the body of your resume please address the following:

1. **Ability to work independently, using personal judgment and experience in determining what needs to be referred to the Executive Director for input or resolution.**
2. **Knowledge of correct Navy correspondence procedures and NDW policies, practices and procedures. (Knowledge of grammar, spelling, punctuation and required correspondence formats in order to edit all incoming material prior to submission for signature).**
3. **Knowledge and skill in operating office equipment to include computers, reproduction equipment and a wide variety of software packages, i.e., Microsoft Word, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook and Microsoft Excel to develop, edit and execute administrative reports and for extraction of data.**
4. **Skill in advising and instructing the Front Office enlisted staff as well as other NDW administrative personnel concerning directives, reports, correspondence and telephone procedures.**
5. **Knowledge of NDW Regional Programs and Staff Assistants as they relate to NDW's clerical and administrative functions.**

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