SECRETARY-EXECUTIVE MANAGEMENT ASSISTANT,
GS-10

Posting ID: EM1810241C
Company Website: https://www.fbi.gov/

Company: Federal Bureau of Investigation
Work Location: Las Vegas, NV

Position Type: Full-Time
Salary: GS-10: $56,261.00 - $73,141.00

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)
College Level(s): Graduate Student, PhD. Student

OVERVIEW

Mission Statement:
The mission of the FBI is to protect the American People and uphold the Constitution of the United States.

Roles and Responsibilities
Major Duties:
- Assists the Special Agent in Charge (SAC) in a Federal Bureau of Investigation (FBI) field office with all administrative, organizational and operational matters as required.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries; liaising with FBI staff at levels.
- Responds to field's telephone calls, relaying messages to the appropriate party, and handling incoming email and formal letters, ensuring the SAC is kept informed and updated on any administrative changes.
- Produces information by transcribing, typing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, reports and graphics; when needed also generates office reports as well as creates spreadsheets and charts, and maintains databases and preparing status reports.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel; represents the executive by attending meetings in the executive's absence; speaking for the executive.
- Locates and assembles information for various reports, briefings, conferences, etc. and assists in preparing management presentations, meetings with personnel and external visitors and receive external visitors of the executive manager.
- Reviews office operating practices and implements improvements where necessary; additionally coaching and training staff members.
Education and Qualifications

Key Requirements:
- Must be a U.S. citizen
- Must be able to obtain a Top Secret-SCI clearance

Please make sure your specialized experience/requirement(s) can be identified in your resume. Applicants must meet the qualification requirements by the closing date.

Closing Date: 02/15/2018 11:59 pm (EST)

Your application will be evaluated and rated under the FBI's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement and will be compared to your responses to the online assessment questionnaire. High self-assessment in the vacancy questions that is not supported by information in your resume, and/or supporting documents may eliminate you from Most Competitive status.

Your application will then be placed in one of three categories: Most Competitive, Competitive, or Least Competitive. Names of candidates in the Most Competitive category will be sent to the hiring official for employment consideration. Veterans' preference will be applied.

All applicants will be rated on the following Competencies:
- Administrative/Organizational Policies and Procedures
- Clerical
- Customer Service
- Information Management

Specialized Experience (SE):
GS-10: Applicant must possess at least one (1) year of specialized experience equivalent to the GS-9 grade level. SE is defined as follows:
- Reviewed correspondence to ensure conformance with format, grammar, and current policies and regulations.
- Offered guidance and clarification on all aspects of administrative policies and procedures.
- Operated office automation applications, database systems, and other reporting tools to locate information and prepare reports, graphs, and presentations.
- Served as a liaison between staff personnel, all levels of managements, and outside entities; offering assistance and working to provide resolution to inquiries or conflicts.

Education:
Education may not be substituted for specialized experience at this grade level.

How to Apply
Please review details and apply at www.FBIjobs.gov