NOAA INTERNAL JOB OPPORTUNITY FOR
NON-COMPETITIVE REASSIGNMENT

Reference Number: GC-2016-04

Open period: September 21 - September 30, 2016

Title, Series, Grade: Secretary, GS-0318-08

Duty Station: Honolulu, Hawaii

Who May Apply/Area of Consideration: Current, Permanent NOAA Employees at the grade equivalent of GS-08.

Relocation: Relocation expenses **will not** be considered.

Security Level: Low Risk

Background: A new opportunity is available to join the legal team of the NOAA Office of the General Counsel, Pacific Islands Section. The Pacific Islands Section provides legal advice to the National Marine Fisheries Service (NOAA Fisheries.) NOAA Fisheries is one of the agency's largest program offices and is responsible for implementing Federal laws to manage and conserve marine resources. NOAA Fisheries Pacific Islands Region works with the Western Pacific Fishery Management Council (WPFMC) in developing proposals for conserving and managing marine resources and protected marine species in the waters surrounding Hawaii, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the Pacific Remote Island Areas. NOAA Fisheries also works with the WPFMC, the Department of Interior, Department of Defense, the State of Hawaii, and the Pacific Island Territories, in the development of management plans and regulations for the region's four Marine National Monuments. NOAA Fisheries also provides support to the U.S. Department of State in negotiations involving the South Pacific Tuna Treaty, as well as in formulating the U.S. conservation positions at international bodies such as the Western and Central Pacific Fisheries Commission. Like the other sections of NOAA General Counsel, the Pacific Islands Section plays an inter-agency and intra-agency coordination role, working closely with other NOAA program offices and other federal agencies such as Department of Justice and the U.S Coast Guard. The Pacific Islands Section has four attorneys and one administrative support staff, located in Honolulu, Hawaii. This position reports to the Deputy Section Chief.

Duties: The secretary provides a variety of administrative support services to the Office of General Counsel. The incumbent provides support for attorneys with varying procedures and requirements depending on the legal issues or particular program office the attorneys are servicing. The primary duties focus on providing services that facilitate the ability of attorneys to carry out their legal support missions to NOAA. The incumbent is supervised by the managers of the office. The secretary will also perform the following tasks:

- Screens and refers calls and visitors to staff members and supervisors as appropriate.
- Handles many requests for information and resolves a variety of problems.
- As appropriate, reads incoming correspondence, determining proper action.
- Reviews outgoing correspondence and reports for proper format, accuracy and consistency with established policy.
- Tracks incoming assignments through the use of a database to ensure smooth flow of work through the office.
- Handles routine matters, including signing non-technical correspondence.
- Provides administrative support, including interactions with internal and external contacts and use of related electronic databases and web based applications, for the office's budgeting, property management, time keeping, travel management and similar administrative duties.
- Makes arrangements for meetings and conferences, prepares travel orders and vouchers, prepares a variety of required administrative, property, and budget reports, and assists in procurement.
- Assists in the preparation of administrative records and other litigation documents
- Establishes and maintains the GC library, files, prepares correspondence and maintains office supplies.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of administrative concepts and practices, office processes, automated systems, and procedures governing correspondence control.
- Ability to present facts and make recommendations both orally and in writing.
- Knowledge of the senior management's priorities, policies, and views on significant matters affecting the organization or federal agency.
- Ability to independently and efficiently organize and plan activities of the office.
- Ability to organize work, set priorities, and accomplish high priority tasks in an effective and timely manner.
- Knowledge of policies and procedures regarding the release of information and contacting individuals.
- Skill in oral and written communication to transcribe dictation and accurately prepare a variety of correspondence.
- Ability and skill in operating a computer, typewriter, copier, scanner and fax machines.
- Ability to work with limited supervision, performing all job duties independently.

Qualifications:
Typing Requirement: This position requires the skill of a qualified typist. To qualify, you must be able to type at a minimum of 40 words per minute (based on a five-minute sample with 3 or fewer errors).

Specialized Experience Requirements: One year of full-time specialized experience comparable in scope and responsibility to the GS-08 grade level in the Federal service (this experience could have been gained internally or externally from the Federal Government) that demonstrated an in-depth knowledge, skills, and abilities to successfully perform the duties of this position. Specialized experience is defined as:

- Managing correspondence, purchase orders, travel, personnel actions, and records for an office of a large organization
- Managing schedules and meetings for managers;
- Establishing administrative procedures,
- Coordinating and guiding work of clerical staff or field offices; and
- Systematically managing correspondence and work assignments to ensure due dates are met.

How to Apply: E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: GCPacificIslands.vacancy@noaa.gov.
Do not send PII info to this email account*

NOTE: Any PII information should be sent using DOC's approved Accellion Secure File Transfer program - found at https://sft2.doc.gov/courier/web/1000@/wmLogin.html