



UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN EDUCATION  
Santa Rosa Day School  
HC01 Box 8400  
Sells, AZ 85634

**VACANCY ANNOUNCEMENT**

---

**POSITION TITLE & GRADE:** Clerk, CY-0303-01 (1 Position)  
**POSITION INFORMATION:** School Year Contract (Full-Time Seasonal)  
**SALARY RANGE:** \$14.39 - \$20.95 per hour  
(BIE Education Pay Schedule: based on education & experience)  
(Per Job Category 303, Base Increment set @5)  
**LOCATION:** Department of Interior, Bureau of Indian Education,  
Phoenix Resource Center, Santa Rosa Day School, Sells, Arizona

---

**ANNOUNCEMENT NUMBER:** AADD54H210-189-006    **ISSUING DATE:** 11/07/18  
**CLOSING DATE:** 09/27/19 OUF

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

***JOIN US AS WE INSPIRE THE NEXT GENERATION!***

**STATEMENT OF DUTIES:**

The Clerk performs a variety of general office clerical duties which includes copying and duplicating Materials; maintaining records, correspondence file, student files and reports; operating a computer, copier, and calculator; picking up mail, opening and routing email; giving directional or general information to office callers; answering the telephone, routing calls as necessary; inputting data into a computer, and keeping time and attendance records. Keeping cuff accounts or similar records, files, etc.; performing transcriptions; inputting and retrieving from computers; and researching records, also work on NASIS (Native American Student Information System) attendance. Also assist travel for staff members in Concur and travel vouchers on their return from travel and other tasks.

---

**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

---

**SUMMARY OF QUALIFICATIONS REQUIRED:**

Refer to BIE Education Position Categories and Applicants must meet the qualification requirements contained in the BIE Education Position Category.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS**

Graduation from High School or equivalent. A qualified typist is required for some positions.

**PROFICIENCY REQUIREMENTS:**

In addition to meeting experience or education requirements above, applicants for this position must show possession of following skills, as appropriate. Typing - 40 words per minute (WPM). Applicants must meet these requirements certifying their proficiency or presenting a certificate of proficiency from a school, business college, or other organization authorized to issue such certificate by the Office of Personnel Management. Performance test results and certificates of proficiency are acceptable for three years.

**PHYSICAL REQUIREMENT:**

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis.

**BASIS OF RATING:** All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted

**SUITABILITY & CLEARANCE REQUIREMENTS:**

A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

**SPECIAL REFERENCE:**

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for two (2) academic semesters, which may be extended.
- Physical Examination is required.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing MAYBE available. (520) 361-2276 for more information
- Relocation Expenses WILL NOT be paid.

**NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

**HOW TO APPLY:** Applicants may file a resume. The resume must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (Month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an\* must be submitted in order to be considered for the position.

1. \*Applicants may file a resume or any other written format of the applicant's choice. **MUST CONTAIN:** Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of Employer references (must be within the past 5 years) and three (3) personal references. Listing people who are not related to you and who know you will on a personal basis and know your qualifications and fitness for the kind of job for which you are applying.
2. \*Copy of Valid State Driver's License (if applicable to the position)
3. \*Self-Certification Form with resume, included in announcement.
4. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
5. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
7. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa-gsa.html> **(USE NONFILLABLE PDF VERSION).**

**SCHOOL MAILING ADDRESS:**

Bureau of Indian Education  
Santa Rosa Day School  
HC 01 Box 8400  
Sells, AZ 85634

**Fax Applications to (520) 361-3516**

**FOR ADDITIONAL INFORMATION:**

CONTACT: J. Cindy Ahill  
TELEPHONE: (520) 361-2276 x 4017

**Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement.**

**For VERIFICATION of our receipt of your application-resume, please contact:  
J. Cindy Ahill, TELEPHONE: (520) 361-2276 x 4017**

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(please print)

Job Title:   **Clerk**   Announcement No: **AADD54H210-189-006**

**Notification Requirements**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Bureau of Indian Affairs  
Human Resources Office - BIE**

**SELF-CERTIFICATION STATEMENT**

Job Title:     **Clerk**    

Announcement No:     **AADD54H210-178-006**    

For all positions titled as Office Automation or any clerical position which has parenthetical title of Office Automation (OA), applicants must have typing proficiency of 40 words per minute and knowledge of general office automation software, such as, word processing, personal computers, electronic mail, data base, spreadsheets, etc.

To be eligible for (OA) positions, you must be able to:

1. Type 40 words per minute.
2. Possess knowledge of general office automation software, such as word processing, personal computers, electronic mail, database, spreadsheets, etc.

Please sign and date the Self-Certification Statement and submit with your application or resume.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET FORTH IN THIS SELF-CERTIFICATION STATEMENT FOR:

- TYPING AND KNOWLEDGE OF GENERAL OFFICE AUTOMATION SOFTWARE, (i.e., word processing, personal computers, electronic mail, database, spreadsheets, etc.)

NOTE: A certification statement must be signed and dated for each specific job announcement. A falsification of this statement may be used as grounds for not employing you, or for dismissal.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)