



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Tuba City Boarding School
P.O. Box 187
Tuba City, Arizona 86045

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Clerk (OA), CE-0303-01

POSITION INFORMATION: Year Long Contract (Full-Time)

SALARY RANGE: \$14.29 per hour TO \$20.80 per hour
(BIE Education Pay Schedule: based on education & experience)
(Per Job Category 0303, Base Increment set @ 05)

LOCATION: Department of the Interior, Bureau of Indian Education, Arizona Navajo
North Education Resource Center, Tuba City Boarding School, Tuba
City, Arizona.

ANNOUNCEMENT NUMBER: D33N19-2019-001 **ISSUING DATE:** 02/05/2019
CLOSING DATE: 02/19/2019

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 include, but not limited to, copying and duplicating materials; maintaining records, correspondence files and reports; operating word processor, calculator, and copying equipment; opening and routing mail; answering the telephone, routing calls as necessary; giving directional or general information to office callers; keeping time and attendance records; keeping cuff accounts or similar records; requesting substantive information from a variety of sources; selecting the proper information for response to inquiries; editing written material prepared by other staff; setting up records, files, etc.: inputting and retrieving from computer; and researching records.

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.

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 Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS: Graduation from High School or GED. A qualified typist is required for this position.

PROFICIENCY REQUIREMENT:

In addition to meeting experience and education requirements, applicants for this position must show possession of the following skill:

Typing – 40 WPM Based on a five-minute performance test with 3 or fewer errors.

Applicants may meet this requirement by self-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. Selecting officials may verify proficiency skills of self-certified applicants by administering the appropriate performance tests.

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. 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 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 equivalent to 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 IS NOT available.
- 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 Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

HOW TO APPLY: Applicants must 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. *Resume **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. Personal references are people who are not related to you, who know you well on a personal basis, and know your qualifications and fitness for the kind of job for which you are applying.
2. *Self-Certification Statement" Form, included in announcement.
3. *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.
4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
5. *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.
6. 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).

Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.

SCHOOL MAILING ADDRESS:

Tuba City Boarding School
Attn: Human Resources
P.O. Box 187
Tuba City, AZ 86045

FAX APPLICATIONS TO: 928/283-2362

FOR ADDITIONAL INFORMATION:

CONTACT: Iva J. Dallas

TELEPHONE: 928/283-2330

Applications and all accompanying documents must be received by the close of business (4:30 p.m.) on the closing date of the announcement.

**For VERIFICATION of our receipt of your application-resume, please contact:
Iva J. Dallas, Business Manager (HR) at 928-283-2330, ext. 1151**

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

Name: _____ Social Security Number: _____
(Please print)

Job Title: **Clerk** Announcement No: **D33N19-2019-001**

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

