



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

WINDOW ROCK ERC, FACILITY MANAGEMENT

P.O. Box 581

Fort Wingate, NM 87316

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Business Technician, CE-0303, Level 03 (1 Position)

POSITION INFORMATION: Year Long Contract (Full-Time)

SALARY RANGE: \$ 19.19 to \$ 30.50 per hour
(BIE education pay scale is based on education & experience)

LOCATION: Department of the Interior, Bureau of Indian Education (BIE) Navajo, Window Rock Education Resource Center (ERC), Facility Management Office, Ft. Wingate NM

ANNOUNCEMENT NUMBER: D31N01-2019-11

ISSUING DATE: 08/29/19

CONSIDERATION AREA: Bureau Wide

CLOSING DATE: 09/26/19

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

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). 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, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMODATION 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.

STATEMENT OF DUTIES: The job category covers schools business and administrative supports positions that perform assistant, and/or technician work requiring substantial knowledge of school business and administrative support terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements. These position preform work supporting accounting, budget, finance (includes encoding and remote data entry payments). Human resources management, management analysis, procurement, P.L. 93-638 contracts and P.L. 100-297 grant Part A and/or B administration, property and supply management, space management, public information, safety, and security programs and functions. The work does not require a broad understanding or application of professional or administrative knowledge typically acquired through full college education and specialize training. Assistant and technical work involves the application of procedures, practice and instructions within the framework of established guidelines.

Level 03 is the full performance level for Technician position utilizing a knowledge of a comprehensive body of business administration related policies, regulations, procedures, and methods. May be used at the school or Education Live Office level wherever such services are required. Level 03 technicians at the schools are responsible for limited business specialist support and services with readily available technical assistance of business managers or specialists at the Education Line Office. Technician at this level, independently plans the work; resolves problems; recommends alternative methods to the supervisor; handles problems and/or deviations in accordance with established policies and guidelines; and refers controversial issues to the supervisor for direction.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Level 03 – Associate Degree or 60 colleges semester hours in related field and two years related experience: OR High School or GED and five years related experience.

Level 03 related experience Business Technician should be in two or more different administrative areas (e.g. human resources assistant, accounting technicians or purchasing agent) at a level equivalent to CE/CY02 or GS-05 for a minimum of one year in each area.

BASIS OF RATING: Once the announcement has closed, 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 their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete information in a neat and orderly fashion.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for three full consecutive contract years.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing may or may not be 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 Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE. 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.

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 three (3) former employers and three (3) personal references. List 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 applying.
2. *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.
3. *College Transcript is required for verification/documentation (If selected, applicant must provide Official College Transcripts).
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. *OF-306 Declaration of Federal Employment (form available on www.opm.gov).
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).
7. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.

You may fax your application to 505-368-3409, or you can mail your application to:

MAILING ADDRESS:

Bureau of Indian Education
Human Resources Office
1011 Indian School Rd., NW, Suite 150
Albuquerque, NM 87104

Fax Applications to:

(505) 563-5305

For information about this POSITION:

CONTACT: Matilda Shorty

TELEPHONE:

505-563-5311

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

**For VERIFICATION of receipt of application-resume, please contact:
BIE-Human Resources at 505-563-5311.**

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

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

Job Title: Business Technician Announcement No: **D31N01-2019-11**

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 Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date