UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Wingate High School
1737 Shush Dr.
Fort Wingate, NM 87316

VACANCY ANNOUNCEMENT

POSITION TITLE AND GRADE: Clerk, CE-0303-01

POSITION INFORMATION: Year Long Contract (1 position)

SALARY RANGE: $13.24 TO $21.75 per hour (BIE Education Pay Schedule: based on education and experience.)

LOCATION: Department of Interior, Bureau of Indian Education, New Mexico Navajo South-Wingate High School, Fort Wingate, NM

ANNOUNCEMENT NUMBER: WHS-20-001

ISSUING DATE: May 8, 2020

CLOSING DATE: May 29, 2020

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.

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STATEMENT OF DUTIES:
The clerk performs a variety of general office clerical duties, which include but are not limited to activities in one or both of the following groups:

1) Copying and duplicating material; maintaining records, correspondence files and reports; operating computer, word processor, calculator and copying equipment; opening and routing mail; giving directional or general information to office callers; answering phone calls, routing calls as necessary; inputting into a computer; and keeping time and attendance records.

2) 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; performing transcriptions; inputting and retrieving from computers and researching records.

In addition to meeting experience and education requirements, applicants for some positions must show possession of following skills:

Typing 40 WPM Based on a five minute performance test with three of fewer errors.
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 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 Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:
High School diploma or GED. A qualified typist is required for some positions. All applicants must demonstrate the ability to follow written and oral instructions.

CONDITIONS OF EMPLOYMENT:
A valid State Driver’s license is a prerequisite. If the position requires operation of a motor vehicle in performance of work. Some positions involve work requiring extensive driving between work sites throughout the geographic jurisdiction of the Education Line Office. A valid State Driver’s license must be maintained as a condition of employment; failure to do may result in removal from the position.

PHYSICAL REQUIREMENTS:
Good vision 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. Good hand and foot coordination is required. In addition, applicants must have mental and emotional stability.

Occasionally, incumbent may be required to travel for training purposes or attend meetings from the duty station.

BASIS OF RATING:
Once the announcement has closed, all applicants for this position will be rated 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.

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 a probationary period for equivalent to two (2) academic semesters, which
  may be extended.
• A pre-employment physical examination will be required.
• Negative drug test validation is required.
• 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. (For Bus
  Drivers Positions Only)
• 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 submit a resume. The following forms listed with an * must be submitted in
order to be considered for the position.

1. Applicants must submit a resume or any other written format of the applicant’s choice.
   Your resume MUST CONTAIN the following:
   a. Vacancy Announcement Number
   b. Job Title
   c. Duties and Accomplishments
   d. Employer’s name and address
   e. Supervisors name and phone number
   f. Starting and ending date (month and year)
   g. Hours per week
   h. Salary

2. Complete names and telephone numbers of Employer references (must be within the
   past 5 years) and three (3) personal references. List people who are not related to you
   and who know you well on a personal basis and know your qualifications and fitness for
   the kind of job for which you are applying.
3. College Transcript is required for verification/documentation ad for pay purposes. (If selected, applicant must provide Official College Transcripts.)
4. Copy of Valid State Driver’s License or Commercial Driver’s License.
5. 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.
6. Copy of most recent SF-50, Notification of personnel Action, current or former Federal employees.
7. 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. (2019 version) 
https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf
8. Form GSA 3607, Motor Vehicle Operator’s License and Driving Record, available at: 
https://www.gsa.gov/portal/forms/download/117026 , (USE NONFILLABLE PDF VERSION). Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process.

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

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

SCHOOL MAILING ADDRESS: Wingate High School  
P.O. Box 2  
Fort Wingate, NM 87316

FAX SIGNED AND DATED APPLICATIONS TO: (505) 488-6444

FOR INFORMATION CONTACT: Ryan Mitchell, Business Tech  
PHONE NUMBER: (505) 488-6403

For VERIFICATION of our receipt of your application-resume, please contact:  
Point of contact; Business Technician/Personnel (505) 488-6403