



United States Department of the Interior

U. S. GEOLOGICAL SURVEY
Biological Resources Division
Forest & Rangeland Ecosystem Science Center
777 NW 9th St., Suite 400
Corvallis, OR 97330-6169

Student Services Contract: Administrative Assistant
Contract Dates: September 27, 2004 – September 15, 2005

Submit resume and attachments by fax: (541) 758-8806
Application deadline: September 24, 2004

Major Duties:

Uses multiple office automation software with varied functions to produce a wide range of documents and provide miscellaneous clerical support.

From rough draft or handwritten notes, types correspondence, reports, tabular material, forms statistical charts, and similar material. This may include scientific/technical terminology. Assists in developing look and format of reports and in identifying and solving problems in existing methods or procedures. Prepares a variety of forms in accordance with established formats and procedures. Transmits and receives documents and messages electronically.

Composes non-technical correspondence, requests for information, and letters of acknowledgment or notification and transmittals of material. Consolidates information from system and files for various reports in accordance with established reporting procedures.. Proofreads/edits correspondence and documents for correct grammar, spelling, capitalization, punctuation, and format.

Reviews, processes, and screens incoming and outgoing correspondence, materials, publications, regulations, and directives.

Receives telephone calls and greets visitors. Refers telephone calls and visitors to appropriate staff or office. Personally answers non-technical requests for information such as status of reports, suspense dates for matters requiring compliance, and similar information readily available from files or from knowledge of the organization. Refers more complex matters to the appropriate personnel.

Establishes, updates, and maintains office records of various types. Makes travel arrangements, such as scheduling transportation, making reservations, and preparing travel orders and vouchers, based on general travel intentions, known preferences of traveler, and in accordance with appropriate travel regulations. Maintains budget records and reconciles figures. Provides budget summary reports as requested.

Required Knowledge and skills:

- Knowledge of and skill in various office automation software programs such as Excel, Microsoft Word, etc..
- Knowledge of standard office equipment, such as computers, electric/electronic typewriters, copiers, fax machines, and office automation systems to perform a substantial range of office automation support. A fully qualified typist is required.
- Knowledge of grammar, spelling, capitalization, punctuation, and commonly used specialized terminology to prepare material correctly.

- Skill in communicating clearly, both orally and in writing.
- Knowledge of methods for organizing and tracking information
- Ability to work independently to plan and carry out steps for completing assignments in accordance with established office instructions and practices for office automation.

Education/Experience Requirement:

- Completion of two or more years of academic course work leading to a Bachelor's degree.

Compensation:

- Compensation is commensurate with the level of education and experience, as follows:
\$12.30 per hour for student who has completed two or more years of college education. This job is part-time only.

Application Requirements:

Resume should include: legal name, mailing address, telephone number, email address, date of birth, place of birth, citizenship, education – including description of relevant classes, work or volunteer experience in related field. If other part-time positions are held, student must identify such work/scheduling.

Other documentation: Transcript listing courses taken and the student's overall GPA.

Transcript does not have to be the official version, but must have a stamp/signature from the registrar's office. Student must be enrolled at least part-time in college. A written statement from registrar's office to identify intent to remain enrolled in the next college term is required.

Special Terms:

For all legal purposes, student is regarded as an independent contractor. Payments for services are reportable and taxable as earned income. No Federal, State, or Local income taxes will be deducted. No social security or medicare taxes will be deducted. Student is responsible for payment of all taxes as a result of income received under this order. The U.S. Geological Survey (USGS) will report the total amount paid under this order to the Internal Revenue Service on a Standard form 1099. The student is not considered an employee and will not receive a W-2 form.

For payment, student must have a checking or savings account at a financial institution that will accept direct deposits of Federal funds.

Student will be required to complete computer security awareness training and comply with the USGS Computer and Network Security Handbook. First Aid/CPR is required and training will be provided by the USGS.

The USGS is an Equal Opportunity Employer. Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors. This agency provides reasonable accommodation to applicants with disabilities.

Contact Information:

The work will be overseen by Chuck Henny, USGS. For questions related directly the job, contact Lucille at 541-758-8781.