



**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**BUREAU OF INDIAN EDUCATION**  
Chemawa Indian School  
3700 Chemawa Rd. NE  
Salem, Oregon 97305

**VACANCY ANNOUNCEMENT**  
**Re-Advertisement**

POSITION TITLE AND GRADE:	Secretary, CE-0318-02
POSITION INFORMATION:	Year Long Contract (Full Time)
SALARY RANGE:	\$20.24 - \$28.75 per hour (BIE Education Pay Schedule: based on education and experience.)
LOCATION:	Department of Interior, Bureau of Indian Education, Phoenix Education Resource Center-BOS Chemawa Indian School, Salem, Oregon
ANNOUNCEMENT NUMBER:	CIS-2001
ISSUING DATE:	02/21/2020
CLOSING DATE:	03/20/2020

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.

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

**STATEMENT OF DUTIES:**

The School Secretary is the principal's clerical assistant in the office. Must perform various clerical tasks in accordance with the established procedures requiring knowledge of the office filing system and various references and handbooks commonly used and minor administrative and business details. Other tasks may include responsibility for distributing and controlling mail; maintaining leave records; referring telephone calls and visitors; arranging meetings and travel; completing various forms including travel vouchers; code sheets; time keeping; requesting supplies, equipment and services; setting up files and records; taking meeting minutes and creating agendas; and preparing statistical or other reports. The incumbent uses initiative to independently perform recurring or unusual office work. Only problems and unfamiliar situation not covered by instructions are referred to the supervisor. Incumbent must possess skill in operating office equipment and have knowledge of correct grammar, spelling, punctuation and required formats. May, in some cases, supervise other clerical staff.

**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:**

Level 02 – An applicant may qualify for level 02 in one of three ways:

- a.) High School diploma or GED supplemented by 2 years of college (supported by transcripts) or secretarial training and 2 years of experience as a secretary; or
- b.) High School diploma or GED supplemented by four years of successful experience as a secretary equivalent to pay level 01 responsible to a department head or equivalent supervisor; or
- c.) Equivalent combination of training and experience as indicated in A or B above.

Applicants must possess all of the following secretarial skills: typing, filing, answering telephones, greeting visitors, and composing non-technical correspondence. A qualified typist is required.

**PROFICIENCY REQUIREMENT**

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

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

Applicants may meet these requirements 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.

**CONDITIONS OF EMPLOYMENT:**

A valid State Driver's license is a prerequisite, as the position requires operation of a motor vehicle in performance of work. The work requires transporting students or conducting other assigned official business throughout the geographic area of the Education Line Office, or school compound. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

**PHYSICAL REQUIREMENTS:**

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. 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 3 year probationary period for equivalent to six (6) academic semesters, which may be extended.
- A pre-employment physical examination will be 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. \*Self-Certification form.
4. College Transcript is required for verification/documentation and for pay purposes. (If selected, applicant **must provide Official College Transcripts.**
5. \*Copy of Valid State Driver's License or Commercial Driver's License.
6. 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.
7. Copy of most recent SF-50, Notification of personnel Action, current or former Federal employees.
8. 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>
9. 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 (4:00 pm PST) on the closing date of the announcement.

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SCHOOL MAILING ADDRESS: Chemawa Indian School  
3700 Chemawa Rd. NE  
Salem, Oregon 97305

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FAX SIGNED AND DATED  
APPLICATIONS TO: (503) 399-5870

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FOR INFORMATION CONTACT: Sarah Thies, Business Technician (Personnel)  
PHONE NUMBER: (503) 399-5721 extension 1224

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For VERIFICATION of our receipt of your application-resume, please contact:  
**SarahThies; Business Technician/Personnel (503) 399-5721 extension 1224**

**Bureau of Indian Education  
Human Resources Office – BIE**

**SELF-CERTIFICATION STATEMENT**

Job Title: Secretary

Announcement No.: CIS-2001

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