Special Assistant
DEPARTMENT OF THE INTERIOR
Office of the Secretary of the Interior

Summary
This position is located in the Office of the Assistant Secretary - Indian Affairs. The incumbent serves as a Special Assistant and advises the White House Council on Native American Affairs (WHCNAA) Executive Director on inter-agency policy development, executes project management skills to track and ensure completion of numerous and complex inter-agency deliverables across the WHCNAA Committees, and exhibits a high degree of inter-agency team building and coordination.

Overview
Open & closing dates
Opening and closing dates 03/09/2022 to 03/18/2022
Salary
$94,373 - $122,683 per year
Pay scale & grade
GS 13
Location
1 vacancy in the following location:
Location Negotiable After Selection, United States
Telework eligible
Yes— as determined by the agency policy.
Travel Required
Occasional travel - You may be expected to travel for this position.
Relocation expenses reimbursed
No
Appointment type
Permanent
Work schedule
Full-time
Service
Competitive
Promotion potential
None
Job family (Series)
0301 Miscellaneous Administration And Program
Duties
• Advises the WHCNAA Executive Director on the planning, developing, organizing, coordinating and oversight of the implementation of inter-agency policies and deliverables. 
• Maintains liaison with Federal agencies in the development of WHCNAA deliverables. 
• Leads and supports inter-agency efforts to improve conditions for Tribal communities. 
• Develops and implements new inter-agency strategies and recommendations to advance tribal priorities. 
• Provides technical assistance to Tribes and individuals regarding the various resources available across the federal government. 
• Employ project management skills to keep track of multiple deliverables and projects across the various WHCNAA Committees and adjusts work plans for project accomplishment. 
• Assist in producing briefings, decision memorandum and background papers on a wide variety of issues.

Requirements
Conditions of Employment
• U.S. Citizenship Required
• Indian Preference Applies
• You will be required to have federal payments made by Direct Deposit
• You may be required to successfully complete a probationary/trial period
• A background security investigation will be required for all new hires. Appointment will be subject to the applicant’s successful completion of a background security investigation and favorable adjudication.
• If you are a male applicant born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
• Salary listed is based on the Rest of the United States (RUS) GS scale.
• The full performance level of this position is GS-13.

Qualifications
GS-13
To qualify at the GS-13 level you must have one year of specialized experience at or equivalent to the GS-12 grade level performing all of the following: 1) Exhibiting project management skills to accomplish objectives; 2) Making recommendations that affect the development of policy or programs; 3) Analyzing, interpreting and applying laws, policies and regulations; and 4) Planning, organizing and implementing programs, plans and proposals that involve substantial agency resources.

Security clearance
No

Drug test
No

Position sensitivity and risk
Non-sensitive (NS)/Low Risk

Trust determination process
https://www.usajobs.gov/Help/faq/job-announcement/trust-determination-process

Announcement number
ST-22-11418874-CAWU-JM

Control number
641308900
Additional information

All new hires earn the beginning salary of their pay grade (Step 1). See the 2022 Salary Tables for the specific rate paid for each grade level. The rate you are hired for depends on the position and the grade level.

You may preview the assessment questions here in the USAJOBS Assessment.

TELEWORK: Indian Affairs has determined that the duties of the position are suitable for telework and the selection may be allowed to telework with supervisor approval.

Your application package will be evaluated against the minimum qualification requirements specified above. In order to qualify, your resume must specifically describe your work history and the duties you performed in each position. Your resume will be evaluated after the closing date of 03/18/2022 to determine whether you meet the minimum qualification requirements.

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits at www.usajobs.gov/hireme/benefits.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

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- Administration and Management
- Planning and Evaluating
- Problem Solving
- Technical Competence

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If the information in your resume does not support your responses to the assessment questions, your score may be adjusted to more accurately reflect your qualifications.

DESCRIPTING YOUR EXPERIENCE: PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. If your resume/application does not support your questionnaire answers, we will not allow credit for your responses. Your resume must contain sufficiently detailed information upon which to make a qualification determination. Please ensure that your resume contains specific information such as position titles, beginning and ending dates of employment for each position, average number of hours worked per week, and if the position is/was in the Federal government, you should provide the position series and grade level.

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Required Documents

The following documents are required for this position:

- Resume which details work experience including dates worked (mm/yyyy), position title, Grade (if federal service), and hours worked per week.
- On-line Assessment Questionnaire
- Veteran's documentation - (if applicable) VA letter on VA letterhead stating your overall combined rating, SF-15, DD-214 (copy 4) reflecting an honorable discharge and dates of active duty military service.
- Special Appointment Authority documentation (if applying under a special hiring authority)
- BIA Form 4432 - Verification of Indian Status
- Veteran’s documentation - (if applicable) VA letter on VA letterhead stating your overall combined rating, SF-15, DD-214 (copy 4) reflecting an honorable discharge and dates of active duty military service.
- Current & Former Federal Employees
- Former Federal Employees are required to indicate whether they received a Voluntary Separation Incentive Payment (VSIP) buyout in their previous employment with the Federal government, and are required to submit a copy of the applicable Notification of Personnel Action (SF-50) regarding the VSIP. Most individuals who accept reemployment with the Federal government within 5 years of receiving the VSIP amount, must repay the gross amount of the separation pay prior to reemployment.

Certain candidates may be eligible to apply under a special hiring authority including those for disabled individuals, Peace Corps employees, Foreign Service employees, veterans, etc. For more information, visit the following OPM websites: USAJOBS Information Center, BIA Form 4432, and the Guide: Veterans, etc. For more information, visit the following OPM websites: USAJOBS Information Center, BIA Form 4432, and the Guide: Veterans, etc.

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USAJOBS - Job Announcement

Privacy Act
New employee probationary period
Financial suitability
Equal Employment Opportunity (EEO) Policy
The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Fair & Transparent

How to Apply
The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Click here for more information.

COVID-19 VACCINATION REQUIREMENT:
"To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to E.O. 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine."

ONLINE APPLICATION SUBMISSION:
To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to select your resume and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (https://my.usajobs.gov/Account/Login) and click to continue with the application process. Your application package will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: https://help.usajobs.gov/Apply/index.php?title=Application_Status__means_

END OF COVID-19 VACCINATION REQUIREMENT.

PLEASE NOTE: NO APPLICATION MATERIAL WILL BE ACCEPTED VIA E-MAIL.

Agency contact information
Human Resources Human Resources
Phone
(703) 390-6380 (military dial)
Email
BIA_HR_RESTON@BIA.GOV
Address
12220 Sunrise Valley Dr., Room 4047
Reston, VA 20191

Next steps
Once your online application is submitted you will be sent a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Fair & Transparent
The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

Email Employment Opportunities (EEO) Policy
(https://www.usajobs.gov/Help/employment-opportunities)
Financial suitability
(https://www.usajobs.gov/Help/financial-suitability)
Prior service eligibility
(https://www.usajobs.gov/Help/prior-service-eligibility)
Reasonable accommodation policy
(https://www.usajobs.gov/Help/reasonable-accommodation)

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