



**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
Field Recruitment Bulletin**

**ISSUE DATE: August 21, 2015
CLOSING DATE: Open Until Filled**

**Recruitment Bulletin No: 15-2599-003
Chicago Regional Office
Oak Brook, IL**

(All qualified applications received by August 31, 2015 will be on the first list referred to the selecting official)

Bulletin revised 8/21/15 to correct pay rate.

POSITION: Clerk

**SALARY:
AD-0303-00
\$14.99 per hour**

PROMOTION POTENTIAL: None

NUMBER OF VACANCIES: Few

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A temporary time limited appointment.

SELECTIVE FACTOR: In limited areas, this position may have a language requirement. Indicate clearly on your application/resume that you speak, read and write fluently. Bilingual applicants are encouraged to apply.

WORK SCHEDULE: This position has a mixed-tour work schedule. A mixed-tour work schedule provides periods of full-time, part-time, and intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

Payment of relocation expenses IS NOT authorized.

AREA OF CONSIDERATION: This position is located in the Chicago Regional Office, located in Oak Brook, IL.

WHO MAY APPLY:

External – All Sources

All U.S. citizens.

DUTIES: The incumbent performs clerical support duties for support of the Chicago Special Census. Performs a wide variety of clerical functions associated with office processing, field operations, recruiting, testing and administrative operations. Performs clerical operations such as preparing enumerator assignments, checking address registers for duplicate or missing addresses, preparing crew leader assignment control records, data keying, and assembling training materials. Performs routine clerical tasks on automated and manual systems as required in the collection, control, review, processing, and reporting of collected data and the administrative tasks supporting these functions. These tasks must be completed in a timely manner in order to meet strict deadlines. Assists in personnel operations of the office by processing personnel actions, and affecting appointments and separations of intermittent field and office employees. Maintains personnel files and records, manuals and instruction books. Provides assistance to employees in preparing payrolls. Assists in the preparation and processing of special time and cost reports. Assists in the processing of accident forms, travel vouchers, and time and attendance records. Assists in preparing unemployment claim forms for separated employees. Performs incidental typing of transmittals, letters, office records, forms, and so on. Assists with the scheduling and testing of applicants and employment verification as necessary. Performs telephone or field interviewing and field checking, as necessary. Clarifies vague or questionable responses on questionnaires, in all cases exercising tact, diplomacy and good judgement in dealing with reluctant respondents.

QUALIFICATIONS:

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the minimum qualification requirements listed below.

MINIMUM QUALIFICATION REQUIREMENTS: One (1) year of general clerical experience **or** 2 years above high school.

GENERAL EXPERIENCE: Work experience operating a personal computer to produce a wide range of documents requiring complex formats; using office automation systems to operate several types of software for various office needs; correcting improper formatting and errors in spelling, grammar, or punctuation.

EDUCATION: Bachelor's degree or four years above high school leading to a bachelor's degree.

Please note: If you are using education to basically qualify for a position, you MUST submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.

Applicants are also required to pass a Bureau of the Census Field Employee Selection Aid, D-267, written exam.

HOW TO APPLY: Applicants must submit a separate completed Optional Application for Federal Employment (OF-612) or a resume for each grade level for which you are applying. Be sure to include the grade level, on each application, and be sure to list the Recruitment Bulletin and Title on each application. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruitment Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veterans' Preference – Applicants claiming 10-point veterans' preference must submit an SF-15, Application for 10-point Veterans' Preference, with the required proof (i.e., statement from Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide this supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Please Note: Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government fax machines will not be accepted.

Applicants requiring reasonable accommodation for any part of their application and Hiring process should call the Chicago Regional Office at 630-288-9200.

Complete application package must be received by the close of business 5:00 pm CST on the closing date of the announcement and submitted to:

**Bureau of the Census
Chicago Regional Office
1111 W 22nd St., Suite 400
Oak Brook, IL 60523
Attention: Jodine Wysocki – Administrative Specialist**

For further information on this vacancy, contact Administrative Specialist, Jodine Wysocki at the Chicago Regional Office at **630-288-9200**.

OTHER INFORMATION:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years or older to be hired.
- Applicants must be a U.S. citizen.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

- Disabled Veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Chicago Regional Office at **630-288-9200**.
- Selected applicants must pass a background investigation.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY at 630-288-9200. THE DECISION OF GRANTING A REASONABLE ACCOMMODATION WILL BE A CASE-BY-CASE BASIS.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

All qualified applicants will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.