



**US Army Corps
of Engineers
Savannah District**

RECRUITING BULLETIN

** Changes to the Job Announcement 01-09-2009: Amended to include additional positions and salary change.

STUDENT TEMPORARY EXPERIENCE PROGRAM (STEP)

Bulletin #09-GK-STEP
Opening Date: 5 September 2008

Open to All U.S. Citizens
Closing Date: Open Continuously
(Until further Notice)

Savannah District, Civilian Personnel Advisory Center, P.O. Box 889, Savannah, Georgia 31402-0889, Phone (912)652-5772. For information on the Savannah District's mission, geographic boundaries, types of projects and work, please access <http://www.sas.usace.army.mil/>.

Vacancies may not currently exist in all occupational fields that are advertised. Applications that are accepted remain active for consideration for possible vacancies for up to six months, after which time applicants must reapply to be considered.

POSITIONS:

GENERAL CLERICAL POSITIONS
SALARY RANGE: \$10.76 - \$13.18 PER HOUR

BEGINNING DATES OF EMPLOYMENT: As vacancies exist. Applications that are accepted remain active for consideration for possible vacancies for up to six months, after which time applicants must reapply to be considered.

WORK SCHEDULES: May be full time or part time. Full-time (40 hours per week) or Part-time (minimum of 20 hours per week)

AREA OF CONSIDERATION: Students - Definition of Student: An individual who is enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and is taking at least a half-time academic/vocational/or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.

DUTIES:

Duties may include filing and clerical duties associated with the retention, maintenance, disposition and control of official files. Produce documents utilizing office automation equipment. Operates a personal computer or computer terminal with varied keyboard procedures to type, retrieve, recover and display screen, update, and print products. Products include a variety of narrative and tabular material (e.g., correspondence, reports, technical papers, manuals, charts, statistical tables) accurately from written sources or voice recording. Receives all types of incoming material, segregates and arranges in proper working order associating materials with proper file folder. Locates appropriate folders/files and withdraw material as required. Replaces files assuring proper sequencing and neatness, maintains a suspense file of actions to be taken at future dates and initiates searches for folders not on file utilizing knowledge of work flow in operating elements. Receives visitors and telephone calls and refers them to proper person or furnishes information requested. Routes, controls, and distributes mail to several units or individuals in accordance with established procedures and knowledge of the organizations and personnel therein.

PHYSICAL REQUIREMENTS: The work is sedentary.

QUALIFICATIONS:

GRADE/ POSITIONS	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-2 All positions	3 months	None	High school graduation or equivalent
GS-3 All other positions	6 months	None	1 year above high school
GS-4 All positions	1 year	None	2 academic years of post- high school or associate's degree

For the corresponding grade levels, applicants must have progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled, **OR the education above for the corresponding grade level.

APPLICATION PROCEDURES: Resumes must include:

- Full name
- Social Security Number
- Date of Birth
- Address
- Signature with a statement that the content of the application is accurate & truthful
- Experience including dates and hours of employment and name and telephone number of supervisor
- Official transcript or Official Letter of Good Standing from school
- **Must be able to type 40 words per minute**

Mail applications or resumes to:

ATTN: CP - STEP Employment
U. S. Army Corps of Engineers, Savannah
P. O. Box 889 Savannah, GA 31402-0889

Point of contact for this position: Shirley Cheek, 912-652-5772

CONDITIONS OF STUDENT EMPLOYMENT UNDER THE STUDENT TEMPORARY EXPERIENCE PROGRAM:

- Written agreement between agency, school and student not required -Duties do not have to be related to academic program. A training plan is not required.
- Work schedule may be part-time or full-time as long as work does not interfere with success in school -Classification series and grade set according to the OPM classification standard -Participants have no non-competitive right to conversion to TERM or permanent employment.
- Participants may be converted to the Career Experience Program, if all requirements are met.
- Students must maintain a minimum 2.0 quarterly/semester GP A and 2.0 cumulative GP A. Scores falling below 2.0 in either quarterly/semester or cumulative GP A's may be allowed for one school period. If grades are not brought into compliance, students may resign or be will be terminated. Exceptions to this policy will be rare and must be approved by the appropriate Deputy Commander based upon documented joint benefit of the student and the employer. This policy will apply to current students in that they must earn 2.0 quarterly/semester GPA's until such time as they are in compliance on cumulative GP A's as well. Scores falling below 2.0 in quarterly/semester GP A's may be allowed for only one school period.
- Students who complete one year of current continuous employment are Tenure III excepted service employees for Reduction-in-Force (RIF) purposes. Employees covered by RIF procedures are entitled to a minimum 60-day advance notice period of RIF.