

RECRUITMENT BULLETIN NUMBER: #23-17-001

Philadelphia Regional Office

Philadelphia, PA 19107

POSITION: Field Representative

ISSUE DATE: 01/01/2017

CLOSING DATE: 12/31/2017

SALARY RANGE:

GG or GS-0303-03: \$ **\$12.53-\$18.58** per hour

GG or GS-0303-04: \$ **\$14.07-\$20.85** per hour

NUMBER OF POSITIONS:

DUTY LOCATION:

WHO MAY APPLY: External – All Sources

All U.S. Citizens who have a physical residence within the area of consideration listed below when applying.

PROMOTION POTENTIAL:

Excepted service appointments may be temporary or permanent based on the work needs of this position.

If hired on a temporary appointment with a not-to-exceed (NTE) date, you are not entitled to the following: paid holidays, within grade increases, and promotions. You may be eligible for health benefits. This position may become permanent without further competition.

Applications received prior to January 1, 2017 will remain in the available pool for two years from the date of the application. It is the applicant's responsibility to notify the Regional Office of any changes to contact information or application status. Applicants need not re-apply.

SELECTIVE FACTOR: In limited areas, this position may have a language requirement. Indicate clearly on your application/resume the language(s) 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 for periods of full-time, part-time, and/or 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.

AREA OF CONSIDERATION: Applications will be accepted from all sources within the following geographic area(s): All counties in the states of Delaware, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, West Virginia, and the District of Columbia.



RELOCATION EXPENSES WILL NOT BE PAID

DUTIES: Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and special censuses. The incumbent is responsible for communicating with respondents, supervisors, and other persons as appropriate. Reads survey materials and conducts door-to-door surveys. Explains the purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer or onto survey forms. The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30 pounds. Maintains personal payroll records that reflect hours worked, miles driven, and reimbursements for travel and communications claimed.

QUALIFICATIONS:

GS-03: Six months of general experience or one year above high school. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of a Field Representative.

GS-04: One year of general experience or two years above high school. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of a Field Representative.

CONDITIONS OF EMPLOYMENT:

- 1) Must be willing to work days, evenings, and weekends.
- 2) Must have use of an automobile, valid driver's license.
- 3) Must be willing to travel overnight for work assignments, training, etc.

EVALUATION CRITERIA:

Applicants must take and pass a written basic skills test after which a mock interview and structured job interview will be administered. Eligible candidates will be ranked based on the score they receive on the mock interview and structured job interview plus any Veterans' preference entitlements. All resumes or applications will remain active for two years. **There is no expiration date for the Mock Interview and Structured Job Interview test scores, provided a current application is kept on file.**

HOW TO APPLY: Each applicant must complete the following:

- A Census Employment Inquiry (BC-170A) –provided to you at a testing session; or
- A resume.
- A written basic skills test and mock and structured interview. **Philadelphia Regional Office at 866.564.5420** to be scheduled for a testing session in your area, or to provide your information. The **Philadelphia Regional Office** will contact you to attend a testing session when there is one scheduled in your area.

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.

- 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**).
- 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.
- 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.
- Bring the complete application package to the testing session.

OTHER IMPORTANT INFORMATION:

- Must be a U.S. citizen
- Must be 18 years of age or older.
- You must pass a background check.
- 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.
- Veterans' Preference - Applicants claiming 10-point Veterans' preference MUST submit the SF-15, Application for 10-Point Veterans' Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from the Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' preference. Applicants claiming 5-point Veterans' preference must submit a DD-214 to receive preference.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Employees who receive a Voluntary Separation Incentive Payment or "buyout" and subsequently return to a position in Federal agencies, whether by re-employment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it within a specified time period.
- This position may require lifting up to 30 pounds of survey materials or laptops.
- Trial Period - Applicants selected for this position are required to serve a trial period. The trial period is one year of continuous service for preference eligible candidates and two years of continuous service for non-preference eligible candidates in the same or similar position. During this trial period, candidates may be removed from this position for poor performance and will not have appeal rights to the Merit Systems Protection Board (MSPB).
- 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 Philadelphia Regional Office at 866.564.5420.

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 866.564.5420. The decision of granting reasonable accommodations will be made on 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.

