FEDERAL SUMMER JOBS

Position Title:  EQUAL OPPORTUNITY ASSISTANT (OFFICE AUTOMATION)
Open Period:  04/09/2012 – 04/30/2012
Series/Grade:  GS-361-4
Summer Appointment:  Duration of appointment NTE 09/30/2012 (No Benefits)
Philadelphia, PA, Salary:  $29,860 PA
Baltimore, MD Salary:  $30,456 PA
Pittsburgh, PA Salary:  $28,532 PA
Richmond, VA Salary:  $28,556 PA
Hiring Agency:  U.S. Department of Labor, Office of Federal Contract Compliance Programs
Duty Locations:  Philadelphia, PA, Baltimore, MD, Pittsburgh, PA and Richmond, VA

Who May Apply:  Applications will be accepted from United States citizens.

Join the team!  Begin a challenging career with the U.S. Department of Labor (DOL) and you will help shape the workforce of tomorrow!

These positions are located in the Office of Federal Contract Compliance Programs ~ Philadelphia, PA, Baltimore, MD, Pittsburgh, PA, and Richmond, VA.

KEY REQUIREMENTS:
♦ Must be a U.S. citizen
♦ Must be at least 16 years of age
♦ Must be a current student
♦ Must provide copy of transcript to certify enrollment
♦ Must type at least 40 WPM

MAJOR DUTIES:  The incumbents are responsible for processing, maintaining and monitoring general office functions.  Typical duties include the following:

♦ Collects previous compliance review reports, employment discrimination complaints and reports made by contractor firms and abstracts data needed by compliance specialists in conducting reviews and negotiating compliance agreements.
♦ Assembles statistical data collected at contractor facilities by team members for inclusion in reports; compiles data from office files for regular and special status reports to higher levels of organization.
Interviews individuals, or their representatives, or officials of organizations who make inquiries of regarding charges of employment discrimination; obtains relevant charges of the allegation and determines if OFCCP has jurisdiction; makes referral to other agencies when appropriate.

Answers written and telephone inquiries from contractor representative on non-technical and clear cut technical matters; refers difficult or sensitive questions to supervisor or compliance specialist.

Maintains unit control files to indicate the status of compliance reviews, nature of enforcement action, disposition of case, and other essential control elements to insure timely action and facilitate reporting; assists supervisor by developing and maintaining assignment records and schedules of compliance reviews for compliance specialists.

Types letters, memoranda, reports and other documents; typing must be accurate and conform to the standards and guidelines of OFCCP.

**EXAMPLES OF QUALIFYING EXPERIENCE MAY INCLUDE THE FOLLOWING:**

- Collecting and assembling statistical data for inclusion in reports maintaining sensitive material in investigative case files.
- Compiling and presenting information as requested in support of the operations of the office.
- Responding to public inquiries on procedural and general technical matters, to obtain relevant information.

**The closing date of this flyer is 04/30/2012**

**TIPS FOR APPLICANTS:**

- Ensure that your resume demonstrates you meet the required experience.
- Remember a private sector resume is different than a resume for a federal job — Do not limit yourself to one page!
- Do show the beginning and ending dates (month/year) of employment, so that it demonstrates that you meet the one year of specialized experience.
- Do show the total hours worked per week (full-time and/or part-time).

Making a false statement on your application may be grounds for not hiring you, or for firing you after you begin work. Also you may be punished by fine or imprisonment, 18 U.S.C. 1001.

Submit your **COMPLETE** application package via e-mail (abreu.rafael@dol.gov) or via mail to:

Rafael E. Abreu  
Regional Recruitment Coordinator  
U.S. Department of Labor/OASAM  
The Curtis Center, Suite 600 East  
170 South Independence Mall West  
Philadelphia, PA 19106

The United States Department of Labor is an Equal Opportunity Employer