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VACANCY ANNOUNCEMENT

POSITION TITLE/PAY PLAN/SERIES: Business Technician (Student Enterprise)
CY (School Year)-0303-02

ANNOUNCEMENT NUMBER: CIS-1216

PAY LEVEL: 02 **SALARY RANGE:** \$17.93-25.47/per hour
(BIE Education Pay Schedule: based on education and experience)

BENEFITS: *Federal Employees Life Insurance – Agency pays 1/3 cost*
Federal Employees Retirement System (FERS) & Thrift Savings Plan
Federal Employees Health Benefit Program – Agency pays 2/3 cost
Paid Sick Leave
Paid Vacation Leave

DUTY LOCATION: Department of Interior, Bureau of Indian Education, Seattle
Education Line Office, (Duty Station: Chemawa Indian High School, Salem, Oregon)

OPEN / CLOSE PERIOD: **May 9, 2012 – Open Until Filled**

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INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive consideration without regards to race, color, sex, religion, and national origin, or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

VETERANS EMPLOYMENT OPPORTUNITIES ACT: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply

STATEMENT OF DUTIES:

This position is located within the Administration Department of the Chemawa Indian School, Salem, Oregon and is supervised by the Business Manager.

This position will focus on the Student Council process, thereby, will be responsible for instructing, training, monitoring and assessing the two major phases of the Student Council process; legislative actions and the financial responsibilities thereof. (Legislative actions include the chartering process, activity request planning and implementation, and the reviewing of grant requests.) In conjunction with staff advisor(s) of the Student Council, ensure that the Student Council is educated in areas of the Student Council process. The incumbent will serve on the Student Council Advisory Board, consisting of the School Supervisor, Principal (Academic Department Head), Business Manager, Recreation Specialist. Incumbent, in conjunction with the Student Council Advisory Committee, will review the Student Council Constitution annually for any required updates or modifications that may be required.

Financial responsibilities include establishing a means to account for all income, expenses and the transactions required to monitor the records of the Student Council, and the facilities, clubs, activity groups, and organizations that are chartered and thereby, involved in the financial activities via the school bank. Incumbent will be required to train and instruct the Student Council and Staff on financial responsibilities in this area of the Student Government/ Student Enterprises arena.

LEVEL OF RESPONSIBILITY

Business Technician work involves application of basic problem solving methods, and knowledge of business administration related standardized processing regulations, procedures, methods and operations.

QUALIFICATION REQUIREMENTS:

Associate Degree or 60 semester hours in related field and one year related experience; OR High School or GED Diploma and three years related experience.

Related experience includes lower level work such as that equivalent to a level 01 level of difficulty in a technical area. Representative technical areas could include bookkeeper, budget clerk, financial clerk, purchasing clerk, human resources clerk, or other similar clerical and administrative support functions.

CONDITIONS OF EMPLOYMENT:

A valid State Driver's License is a prerequisite, if the position requires operation of a motor vehicle in performance of work. A valid State Driver's License must be maintained as a condition of employment; failure to do so may result in removal from position.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required; in most instances and, amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by satisfactory prosthesis. In addition applicant must possess mental and emotional stability.

HOW TO APPLY:

The following applicable forms must be submitted (*preferably in this order*) to have a complete packet:

1. **Resume:** MUST contain: E-Mail address, Job Announcement Number, Education, Work Experience (Position Title, Employment Dates, and Salary), Supervisor's name and telephone number. Resume must have original signature and current date.
2. **Complete name, address and telephone numbers of three personal references.** List people who are not related to you and who know you well on a personal basis and know your qualifications and fitness for the kind of job for which you are applying for.
3. **Applicant Screening Questionnaire,** Indian Child Protection Requirement Form must contain original signature and date. This position is covered by P.L. 101-647, Indian Child Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for this position. Contact the office below to receive this form.
4. **Declaration for Federal Employment (OF 306).**
Form is available at http://www.opm.gov/forms/pdf_fill/of0306.pdf
5. **Copy (front and back) of College Transcripts.** (if applicable)
6. **BIA Form 5-4432, Verification of Indian Preference for Employment,** is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
7. **Copy of most recent SF-50 "Notification of Personnel Action"** (if you are a current or former Federal Employee)

BASIS OF RATING:

All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected in the application materials. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and present the in a neat and orderly fashion. Qualifications and veterans and Indian preference eligibility will be determined on the basis of the information submitted.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience.

SUITABILITY & CLEARANCE REQUIREMENTS:

A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation.
- Government Housing is not available
- Relocation expenses will not be paid
- Subject to probationary period of eighteen calendar months, this may be extended.
- All Male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Position will be filled by contract under PL. 95-561

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mail applications/resumes will not be accepted.

MAILING ADDRESS:

Chemawa Indian High School
Attention: Human Resource Office
3700 Chemawa Rd. NE
Salem, OR. 97305-1199

FOR ADDITIONAL INFORMATION:

CONTACT: (503) 399-5721 extension 224