



## U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

### VACANCY ANNOUNCEMENT

**POSITION:** **Executive-Administrative Assistant**  
**SALARY:** \$35,000 - \$50,000 (plus benefits). Salary is competitive and will be commensurate with related experience, education, and professional accomplishments.

**POSITION INFO:** Full-Time, Term Position. The initial term is typically one year plus one day, with presumed renewal if performance is satisfactory.

**CITIZENSHIP REQUIREMENT:** Must be U.S. citizen  
**DUTY LOCATION:** Washington, DC  
**DATE AVAILABLE:** **POSITION IS CURRENTLY OPEN: IMMEDIATE**  
**CONTACT:** Douglas Fehrer -- Email: [dfehrer@uscc.gov](mailto:dfehrer@uscc.gov)

**ABOUT THE COMMISSION:** The Commission conducts its work and studies in the following areas: China's military buildup; proliferation practices; regional economic and security impacts; energy activities; activities in U.S. capital markets; World Trade Organization compliance; U.S.-China bilateral programs; economic transfers between China and the United States, and the implications for the United States of restrictions on speech and access to information in China. The Commission's mission is to make recommendations to Congress about matters of concern in these areas.

**JOB SUMMARY:** Participates as a key member of the Commission's administrative and operational management team. The Executive Administrative Assistant provides administrative support and assistance to the designated technical team leaders on a full range of management duties and responsibilities in the area of budget, accounting, personnel, travel and contracting. Oversees the function of the front office reception area, greets employees and visitors, answering telephones; reviews and routes incoming mail.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Responsible for all mail correspondence, and maintaining all address and contact lists for official correspondence, and the dissemination and transmittal of hearing transcripts and annual reports to Congress.
2. Provides assistance to the HR specialist with finalizing and processing personnel actions.
3. Provides assistance to the budget, accounting, travel, and procurement specialists with preparation of travel authorizations and vouchers, miscellaneous expenses claims, contracts, and invoices for services.
4. Responsible for all time and attendance reports.
5. Responsible for the coordination of all arrangements for meetings and conferences.

### **KEY REQUIREMENTS:**

#### **Required:**

- Knowledge of federal travel regulations, and time and attendance policies and procedures
- Knowledge of commonly used federal forms related to personnel and employee benefits

- Knowledge of computer software and hardware, including use of advanced functions of Microsoft Office and other office standard software
- Ability to understand, monitor, identify, and assess proper format and grammar usage for all official correspondence
- Ability to provide administrative support to twelve Congressionally-appointed Commissioners and twenty professional staff.

**Desirable but not Required:**

- Bachelor's degree in business management or related field
- Knowledge of the Government Style Manual and Chicago Style

**HOW TO APPLY:**

To apply for this position, you must provide a complete Application Package, which includes: 1) a cover letter and 2) either a résumé or the Optional Application for Federal Employment (OF-612). **For personal security, please do not include your social security number on your application.** Send these documents **via email to [dfehrer@uscc.gov](mailto:dfehrer@uscc.gov)** . **This position is also posted on the Commission's website:** <http://www.uscc.gov/jobopportunities.php>

**WHAT TO EXPECT AFTER APPLYING:**

After submitting an application for this position, each applicant will receive an e-mail confirming receipt of application materials. Applications will be reviewed on a rolling basis. Applicants will be contacted if we wish to schedule an interview or require additional information. Applicants not selected will be notified when the position is filled.

**WHAT SHOULD BE INCLUDED IN YOUR APPLICATION?**

As noted above you may submit a resume using the Optional Application for Federal Employment (OF-612), available at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf), or another written application format of your choice. You must include all the information requested below or your application will not be considered. The application form and job information and application requirements are also posted to the Commission's Web Site <http://www.uscc.gov/jobopportunities.php>.

**Information to be Included in Application:**

1. Title of the position for which you are applying.

**Personal Information:**

2. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and e-mail address.
3. Social Security Number. **DO NOT INCLUDE YOUR SOCIAL SECURITY NUMBER**
4. Country of Citizenship.

**Education:**

5. Colleges and/or Universities attended. For each, provide: city, state and zip code.
  - Major field(s) of study.
  - Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

**Work Experience**

6. Paid or non-paid positions you have held related to the job for which you are applying (do not provide copies of job descriptions). For each job provide:
  - Job title.

- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Starting and ending dates of employment (month and year).
- Supervisor's name and current phone number. Indicate if your current supervisor may be contacted.

If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade.

**Desirable Qualifications:** [Not required, but may be considered in selecting the person for this position]:

7. Experience in general office management administrative operational experience
8. Experience in personnel policies and procedures, including personnel benefits and allowances
9. Experience in time and attendance report operations
10. Knowledge of Congressional Travel and/or Federal Travel Regulations and GSA policies as it relates to and governs the functions of the Commission

**Other Qualifications**

11. Position-related training courses (title and year).
12. Job-related skills (e.g., computer software/hardware, and specialized database programs, etc).
13. Job-related certificates and licenses.
14. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

Do not send copies of any documents unless specifically requested.

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