



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Administrative and Human Resources Assistant

VACANCY NUMBER: 007-2021-AHRA

SALARY: \$49,000 to \$60,000 per year; commensurate with qualifications and relevant experience

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(This term appointment is renewable by mutual agreement. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay-related rules and regulations.)

DUTY LOCATION: Washington, DC

WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens

SPECIAL REQUIREMENTS: Applicants must be eligible for a Public Trust position. Upon appointment, the selectee will be required to undergo a background investigation and obtain and hold a Federal public trust position up to the Moderate Risk level. An active public trust clearance is not a prerequisite for applying for or initiating employment.

OPEN & CLOSING DATES: Tuesday, August 31, 2021 to Monday, September 20, 2021

CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION AND THE POSITION

The U.S.-China Economic and Security Review Commission (the Commission) was created by the United States Congress in October 2000 with the legislative mandate to monitor, investigate, and submit to Congress an annual report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and to provide recommendations, where appropriate, to Congress for legislative and administrative action. You can review the Commission's mandate in detail at <https://www.uscc.gov/charter>.

The Administrative and Human Resources Assistant serves in an important role at the Commission, providing essential administrative support to 12 Commissioners and a team of supporting staff. Individuals

with strong organizational and communication skills will thrive in this fast-paced environment. The position offers candidates an opportunity to expand their knowledge of federal government operations and administration and to develop their human resources experience, all while serving Congress and U.S. national security. Job growth is encouraged, as the successful candidate can attain increasing levels of responsibility as major duties evolve to reflect the needs and capabilities of the team. The Commission is an equal employment opportunity employer. Individuals of diverse backgrounds are encouraged to apply.

MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Director of Operations and Administration, the position is responsible for supporting the overall administration and operations of the Commission. Duties include, but are not limited to:

1. Manage front office operations, including: reception, scheduling, meeting logistics and support, correspondence, telephones, mailings, and general office maintenance.
2. Serve as a liaison and troubleshooter on administrative and operational matters.
3. Assist in preparation for and execution of the Commission's public events by coordinating pre-event logistics, supporting day-of operations, and assisting members of the public.
4. Serve as the Commission's time and attendance coordinator.
5. Coordinate new employee recruitment, hiring actions, orientations, and onboarding.
6. Prepare and process human resources (HR) paperwork and resolve employees' HR-related questions in consultation with the Commission's external HR services provider.
7. Work as part of a three-person team that performs all administrative and operational support functions, including financial transactions, travel, procurement, IT support and facility management, and human resources. Cover coworkers' duties and work to cross-train or adjust duties across the team as needed.

Work is generally performed in an office setting; however, duties sometimes require local messenger services. Staff are currently working in a mix of in-person and remote telework. Employee must be able to work in both environments.

Incumbent must be able to lift 20 lbs.

The work schedule for this position is 8:30 a.m. to 5:00 p.m. with occasional early and late hours. The Commission offers alternative work schedule and telework flexibilities to employees as long as they fit within and meet work and team needs.

REQUIREMENTS AND QUALIFICATIONS

1. Exceptional time management, attention to detail, and organizational skills.
2. Collegial demeanor and customer service-focused mindset, with excellent oral and written communication skills.
3. Ability to manage multiple tasks and work in a fast-paced environment, setting and meeting deadlines, and adapting to new priorities.
4. Self-starter who has the ability to work independently and as part of a team and independently note and follow up on commitments made.
5. Demonstrated experience solving problems; knows where and how to find information.
6. Experience using Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. Experience with Adobe Acrobat and Webex is a plus.

HIGHLY DESIRED QUALIFICATIONS:

(Not required, but may be considered in the selection process)

1. Bachelor's degree preferred.
2. Experience in administrative and operational support for Congressional, other government, or similar organizations.
3. Experience with time and attendance and/or HR processes (recruitment, serving on interview panels, and new employee orientation).

HOW TO APPLY

Submit a complete application package containing all of the below required documents **in one PDF file** via email to Opportunities@uscc.gov. **Incomplete application packages or information not received by 5:00 p.m. Eastern Time on the closing date will not be considered.**

1. Cover letter, to include:

- a. Position title
- b. Brief statement outlining your interest in the Commission and the position, and how you heard about this position
- c. Statement outlining your qualifications and relevant experience for the position
- d. Your salary requirements and/or salary history
- e. Name and contact information for two professional references

2. Professional Resume

WHAT TO EXPECT AFTER APPLYING

After submitting your application package you will receive an email confirming receipt of your application materials. This email confirmation is not automated and may take 2–3 days to receive. You will be contacted via email if we wish to schedule an interview or require additional information. Applicants may inquire about the status of their application by sending an email to Opportunities@uscc.gov.

HOW YOU WILL BE EVALUATED

The Commission will conduct internal evaluation based on applicants' cover letter and resume, to include qualifications and relevant experience. The Director of Operations and Administration, Executive Director, and appropriate staff will interview the top candidates. The Chairman and/or Vice Chairman may interview the final candidates. The final hiring decision will be made by the Executive Director.

Interviews will consist of two parts: 1) interviews with the Director of Operations and Administration, Executive Director, and appropriate staff; and 2) a writing test to assess applicants' attention to detail and written communication.

OTHER IMPORTANT INFORMATION

The U.S.-China Economic and Security Review Commission is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of that individual's protected characteristics, including: race, color, religion, sex (including gender identity, gender expression, pregnancy and childbirth), national origin, age, disability, genetic information, marital status, uniformed service, or sexual orientation.

The Commission will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The Commission participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are hired by the Commission, the Commission will verify with the DHS and the SSA that you are eligible for employment in the United States.

Benefits. As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance; dental and vision insurance; life insurance; and a retirement plan, including the Thrift Savings Plan (TSP), a 401k-like retirement savings program. Employees accrue and may use annual and sick leave in accordance with Commission policies and procedures. For more information, please visit <https://www.usajobs.gov/Help/working-in-government/benefits/>.