



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **Administrative Assistant**

VACANCY NUMBER: **003-2023-AA**

SALARY: **\$53,000 to \$69,000 per year**

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and 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: Friday, February 24, 2023 to Sunday, March 26, 2023

CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission is a Congressional advisory commission mandated to monitor, investigate, and report to Congress on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China. The Commission's full mandate is posted at <https://www.uscc.gov/charter>.

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.

1. Independently and proactively manage front office operations. Responsibilities include: reception, scheduling, meeting logistics and support, correspondence, telephones, mailings, office supplies, general office maintenance.
2. Maintain office calendars and contact lists.
3. Serve as a liaison and troubleshooter on administrative and operational matters.
4. Prepare, format, print, and distribute documents in weekly and ad hoc mailings.
5. Assist in preparation for and execution of the Commission's public events by coordinating pre-event logistics and supporting day-of operations.
6. Coordinate the Commission's biweekly time and attendance process.
7. Respond to and resolve employees' human resources (HR) questions in consultation with the Commission's external human resources services provider, the U.S. General Services Administration (GSA).
8. Coordinate employee recruitment, onboarding, and out-processing actions.
9. Track employees' compliance with HR-related requirements and facilitate HR processes, policies, and programs.
10. 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.

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. This is primarily an in-person position with limited opportunity for scheduled or situational telework.

REQUIREMENTS AND QUALIFICATIONS

1. Exceptional attention to detail.
2. Collegial demeanor and customer service-focused mindset.
3. Strong oral and written communication skills.
4. Strong organizational skills, with proven ability to prioritize multiple responsibilities and meet established deadlines and commitments.
5. Self-starter who takes initiative to follow up on commitments made and ensure that pending issues are addressed by appropriate personnel.
6. Orientation toward problem solving, teamwork, and accountability.
7. Proficiency with Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. Experience with Adobe Acrobat Pro and Webex is a plus.

HIGHLY DESIRED QUALIFICATIONS:

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

1. Bachelor's degree preferred.
2. Two or more years relevant administrative experience.
3. Experience providing administrative and operational support for Congressional, other government, or similar organizations.
4. Experience with time and attendance and/or HR processes, policies, or programs.
5. Experience with travel planning, support, and filing or processing travel claims.

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 11:59 p.m. Eastern Time on the closing date will not be considered.**

1. Cover letter, to include:

- a. Position title
- b. Vacancy number
- c. Brief statement outlining your interest in the Commission and this position and how you heard about this position
- d. Statement outlining your qualifications and relevant experience for the position
- e. Your salary requirements
- f. Name and contact information for two professional references, one of which must be a current or past supervisor

2. 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 would like 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. Applications may be evaluated as they are submitted in a rolling interview process. 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' written communication skills.

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 (FERS), 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/>.