U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: Administrative and Human Resources Assistant

VACANCY NUMBER: 004-2017-AHRA

SALARY: $40,000 to $55,000 per year; commensurate with experience
(Salary level will be competitive and determined in light of education, position-related experience, and professional accomplishments.)

POSITION INFORMATION: Administratively Determined, Full-Time, Term-Appointed Position
(The initial term of appointment is one year and is renewable at the Commission’s option. 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: The selectee for the position will be required to pass a Public Trust background investigation.

PROMOTION POTENTIAL: Yes

OPEN & CLOSING DATES: Monday, August 28, 2017 to Monday, September 25, 2017

CONTACT: E-mail: Jobs@uscc.gov

ABOUT THE COMMISSION

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.

In accordance with its mandate, the Commission focuses its work and study on the following eleven areas: proliferation practices, economic transfers, energy and natural resources, foreign investment,
military and security affairs, cyber activities, economic conditions, foreign affairs, compliance and enforcement, freedom of information, and product safety.

You can review the Commission’s mandate in detail at http://www.uscc.gov/about/uscc-charter.

MAJOR DUTIES AND RESPONSIBILITIES

Respond to direction from and coordinate with the Management Analyst. The incumbent is responsible for providing assistance and support to the overall administration and operation of the Commission. The work requires the ability to:

1. **Administrative Support**
   - Provide routine administrative support to all Commissioners and staff in a fast-paced environment within the full range of administrative functions, including, but not limited to: telephones, mailings, reception, calendars, meeting logistics and support, and general office maintenance.
   - Independently coordinate various administrative duties which requires initiative, flexibility, and sound judgment.
   - Comprehend and apply written instructions, policies, and procedures relative to administrative concerns.
   - Draft and edit professionally written routine and executive level correspondence, including letters, memorandum, reports, and other official documents.
   - Serve as the Commission’s time and attendance point of contact.
   - Other duties as assigned.

2. **Human Resources**
   - Coordinate hiring actions and maintain personnel files.
   - Prepare and process routine HR paperwork.
   - Respond to and resolve employees’ HR-related questions in consultation with the U.S. General Services Administration.
   - Ensure employees comply with applicable HR-related requirements.
   - Other duties as assigned.

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.

REQUIREMENTS AND QUALIFICATIONS

1. Candidate with a bachelor’s degree is desired; however, all candidates with relevant administrative experience will be considered.
2. General office and administrative experience.
3. Strong written and verbal communication skills, to include the ability to draft and edit letters, reports, memoranda, and other official documents.
4. Ability to multi-task and work in a fast-moving environment, setting and meeting deadlines, and adapting to new priorities.
5. Ability to work independently and as part of a team with a strong attention to detail, excellent organizational skills, and collegial demeanor.
6. Strong computer skills, to include proven experience using Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. Experience with Adobe Acrobat is a plus.

**HOW TO APPLY**

Submit a complete application package containing all of the below required documents **in one PDF file** via e-mail to Jobs@uscc.gov. **Incomplete application packages or information not received by midnight 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
   d. Concise, point-by-point responses to all requirements and qualifications listed above
   e. Your salary requirements and/or salary history

2) **Professional Resume**
   a. Chronological work history (starting with the most recent position held), education (including degrees and dates attained), applicable publications, etc.
   b. Position-related training courses (title and year)
   c. Job-related skills (e.g., computer software, program and database programs, etc.)
   d. Job-related certificates and licenses
   e. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

**WHAT TO EXPECT AFTER APPLYING**

After submitting your application package you will receive an e-mail confirming receipt of your application materials. Please note this e-mail confirmation is not automated and may take 2–3 days to receive. You will be contacted via e-mail if we wish to schedule an interview or require additional information. Applicants may inquire about the status of their application by sending an e-mail to Jobs@uscc.gov. The selectee for the position will be required to pass a Public Trust background investigation.

**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 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) an in-person interview with the Executive Director and appropriate staff; and 2) a writing test, to include written responses to interview questions and demonstration of drafting and editing skills. Interviews will take approximately two hours.

**OTHER IMPORTANT INFORMATION**
The U.S.-China Economic and Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

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.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

Please send any questions regarding this position or application process to: Jobs@uscc.gov.