



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **Administrative and Human Resources Assistant**

VACANCY NUMBER: **006-2020-AHRA**

SALARY: **\$48,000 to \$60,000 per year**
(Salary level will be commensurate with 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: Applicants must be eligible for a Public Trust position. Upon appointment, the selectee will be required to undergo a background investigation, and during the employment period may also be required to 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.

PROMOTION POTENTIAL: Yes

OPEN & CLOSING DATES: Monday, August 17, 2020 to Tuesday, September 8, 2020

CONTACT: Email: Opportunities@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 <https://www.uscc.gov/charter>.

MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Director of Operations and Administration, the position is responsible for providing assistance and support to the overall administration and operation of the Commission.

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, scheduling, 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.
- Support preparation and execution of the Commission's public events by preparing Federal Register notices, staffing sign-in tables, and assisting members of the public.
- Serve as the Commission's time and attendance point of contact. Work with Commissioners and staff to ensure timecards are accurately completed and submitted on time, prepare leave calendars and reports on hours claimed, and provide copies of pay stubs and W-2s.
- Perform other duties as assigned.

2. Human Resources

- Coordinate recruitment and hiring actions.
- Conduct new employee orientations and onboarding, as well as exiting employee out-processing.
- Respond to and resolve employees' HR-related questions in consultation with the Commission's external human resources services provider, the U.S. General Services Administration.
- Prepare and process routine HR paperwork.
- Maintain employee position descriptions and HR-related paperwork and personnel files.
- Conduct occasional internal briefings and training for Commission staff on Human Resources topics, including annual training on time and attendance reporting, leave processes, employee benefits, etc.
- Ensure employees comply with applicable HR-related requirements.
- Maintain awareness of relevant U.S. Office of Personnel Management notices and deadlines affecting employees.
- Perform other duties as assigned.

3. Cross-Training and Teamwork

- Work as part of a three-person team that includes all administrative and operational support functions, including procurement, travel, financial transactions, facility management, and human resources.
- As part of the Operations and Administration support team, be prepared to cover co-workers' duties and work to cross-train or adjust duties across the team as needed.
- Over time, adjust core duties as best fits the needs and capabilities of the team.

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.

REQUIREMENTS AND QUALIFICATIONS

1. Candidate with a bachelor's degree is desired; however, all candidates with relevant administrative experience will be considered.
2. Two or more years of relevant administrative experience.
3. Customer service-focused and experience working with executives. The incumbent routinely interacts with Commission Members, staff, other supporting government agencies, and members of the public.
4. Strong written and oral communication skills, to include the ability to draft and edit letters, reports, memoranda, and other official documents, and answer in-person questions.
5. Ability to multi-task and work in a fast-moving environment, setting and meeting deadlines, and adapting to new priorities.
6. Self-starter who has the ability to work independently and as part of a team with a strong attention to detail, excellent organizational and follow through skills, and collegial demeanor.
7. Demonstrated experience solving problems; knows where and how to find information.
8. Strong computer skills, to include proven 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. Experience with human resources processes (recruitment, hiring process, and new employee orientation).
2. Experience in operations and administration support for Congressional, other government, or similar organizations.

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. Note: Emails with attachments over 5 MB will not be received.**

- 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. Concise, point-by-point responses to all **requirements and qualifications** and **highly desired qualifications** listed above
- e. Your salary requirements and/or salary history
- f. Name and contact information for two professional references

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 email confirming receipt of your application materials. Please note 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 include written responses to interview questions and demonstration of drafting and editing skills.

OTHER IMPORTANT INFORMATION

The U.S.-China Economic and Security Review Commission is an EEO 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.

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: Opportunities@uscc.gov.