

Public Affairs Specialist

ARMY NATIONAL GUARD UNITS (TITLE 32)

1 vacancy in the following location: Rapid City, SD

Work Schedule is Full Time - Excepted Service NTE **30 September 2017**

Opened Friday 12/9/2016

Closes Tuesday 1/31/2017

Salary Range: \$40,033.00 to \$63,654.00 / Per Year

Series & Grade: GS-1035-07/09

Promotion Potential: 09

Supervisory Status: No

Who May Apply: Members of the South Dakota Army National Guard

Control Number: 458829300

Job Announcement Number: SDARNG 27-17 (1864656)

Job Description

Job Summary

SOUTH DAKOTA NATIONAL GUARD

The South Dakota National Guard has two distinct missions. The State mission is to provide units to assist and support civil authorities in the protection of life and property, preserve peace, order and public safety under the direction of the governor. The Federal mission is to provide combat ready, mission-capable forces throughout the entire spectrum of conflict under the direction of the president.

TECHNICIAN VACANCY ANNOUNCEMENT

Location of the Position: Rapid City, SD

Position Description Number: D1167000

AREAS OF CONSIDERATION:

1. All career, indefinite and probationary technicians of the South Dakota Army National Guard.
2. All members of the South Dakota Army National Guard.

NOTE:

This is a Temporary Appointment. If an On-Board Technician is selected for this position, they will receive one of the following Personnel Actions: Temporary Promotion, Temporary Reassignment, Position Change, or a Change to Lower Grade. The initial action will have a Not-to-Exceed Date of 365 days or less. The On-Board Technician selected will be returned to their permanent position or be permanently assigned to this position.

Duration of this temporary appointment will not exceed 30 September 2017.

COMPATIBLE MILITARY ASSIGNMENT:

Selected individual must be assigned to a compatible military position in the following MOS/AOC within 90 days of effective date of hire: Officer: OAOC: 46A, 46X; Enlisted: EMOS: 46R, 46Q, 46Z. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

Statement of Differences:

Applicant selected will be appointed in either GS-07 or GS-09 depending on her or his education, training and experience as noted in the qualifications listed in this announcement. If the individual is appointed at the GS-07, the supervisor, employee, and HRDS will initiate a training agreement. When the required training has been successfully completed, the employee may be promoted to the next GS grade up to GS-09 without further competition.

Duties

SUMMARY OF DUTIES:

This position is located in the Joint Force Headquarters-State, Personnel Staff, Public Affairs Office (PAO). The primary purpose of the position is to collect, assemble, prepare and disseminate information concerning the various activities of the state's NG.

Travel Required

- Occasional Travel
- 1-3 days per month

Relocation Authorized

- No

Job Requirements

Key Requirements

- Resume

Qualifications

MINIMUM REQUIREMENTS FOR CONSIDERATION:

General: Experience, education, or training in administrative, professional, investigative and/or technical work. Experience evaluating information and/or utilizing analytical skills to disseminate effective communication. Experience using computers and automation systems.

Specialized:

Must have at least 12 months experience for GS-07 and 24 months experience for GS-09 in education or training involving knowledge of writing, communication principles, methods and techniques that relate to the public affairs of an agency. Experience in applying and adapting knowledge of strictly controlled situations of an agency. Experience writing articles on routine events of non-controversial subjects. Experience responding timely and appropriately to requests for information concerning agency programs and services. Experience participating in meetings with specialized groups to listen to and understand feedback on agency programs that are of particular interest to public. There is no substitution of education for this level.

Knowledge, Skill, and Abilities (KSAs): Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training. This document will be used to determine the PAY GRADE to which an applicant may qualify.

GS-07 Level:

- Knowledge of and skill to develop news releases and articles describing Guard events and activities.
- Knowledge of digital photographic equipment, photo editing software and the techniques used in handling them.
- Ability to select and incorporate photographs into news releases or articles to visually enhance the message with viewers.
- Knowledge of and skill to disseminate news releases and articles to local news media and on social media sites.
- Knowledge of and skill to coordinate and develop positive working relationships with people.

GS-09 Level (in addition to GS-07):

- Knowledge of and skill to evaluates local media programming on Guard events, activities, programs or communication campaigns to identify potential public relations issues with message content or format.
- Knowledge of and skill to respond orally and in writing to requests for information from Guard members, member associations, external audiences or special interest groups.
- Knowledge and skill sufficient to gather data on public reaction on Guard events, activities, programs or communication campaigns for analyses and evaluation.

Security Clearance

Not Applicable

Additional Information

What To Expect Next

Once you successfully complete the application process, you will receive a notification of receipt. Your application package will be reviewed to ensure you meet the basic eligibility and qualification requirements, and you will receive a notification. A review will be made of your online questionnaire and the documentation you submitted to support your responses. A list of qualified applicants will be created and sent to the selecting official. All applicant reviewed and/or referred will receive a notification letter. The selecting official may choose to conduct interviews. Once the selection is made, you will receive a notification of decision.

To check the status of your application, please refer to Application Manager at <http://applicationmanager.gov>.

BENEFITS

BENEFITS

The federal government offers a number of exceptional benefits to its employees which may include Flexible Spending Accounts, Health Insurance, Annual Leave, Life Insurance, Long Term Care Insurance, and Retirement Program. For additional information about current federal benefits visit web site <http://www.opm.gov>

Other Information

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

How to Apply

To apply for this position, you must provide both of the following parts:

1. Your responses to the Qualifications Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents Section of this Job Announcement.

Use the Online Qualifications Questionnaire for convenience and quickest processing.

(Here is a link for aiding you in building your Résumé and some application tips)

https://help.usajobs.gov/index.php/Main_Page

Option A: Online Qualifications Questionnaire.

To begin your Online Qualifications Questionnaire:

· Sign into your USAJOBS account; you begin the process by clicking the **Apply Online** button. Your Résumé will be attached *only* to the Online Qualifications Questionnaire you complete and *Submit* from this session, not to any Questionnaires you may already have Saved or Submitted.

Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf or by calling *USAJOBS by Phone* at (703) 724-1850 –after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, résumé, and any supporting documents by fax.

· **By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

Please do not send/fax/courier/email any applications or resumes to the National Guard Human Resources Office, you must apply on-line or fax your application to the fax number listed on this announcement with the prescribed Cover Letter. The Human Resources Office can only process materials received through USA Jobs.

How You Will Be Evaluated

EXPERIENCE EVALUATION:

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process.

EVALUATION METHODS:

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T and subsequent MOAs.

Required Documents

INSTRUCTIONS TO APPLICANTS

1. Applicants must submit the following mandatory documents. Signatures are not required.

a. Resumes should be written with sufficient experience to qualify for the position. The experience should be related to the job and be in a month and year format. Form (OF) 612, "Optional Application for Federal Employment" is an obsolete form and will not substituted as a resume.

2. Additional supporting documents may include:

a. Knowledge, Skills and Abilities (KSAs) - Applicants are **STRONGLY** encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.

b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.

3. All forms and supporting documentation (KSAs, transcripts, etc) **MUST** be submitted by 2359 Eastern Standard Time. Late applications and supporting documentation will be considered ineligible.



NATIONAL GUARD 

Department of the Army

Army National Guard Units (Title 32)

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