

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census**



Recruiting Bulletin No. 3100-07-09

Issue Dated: **July 16, 2007**
Closing Date: **July 27, 2007**

Salary Range:
GG-04- \$27,481 - \$35,729

**GEOGRAPHIC CLERK
GG-0303-04**

NUMBER OF POSITIONS: Three Vacancies

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A, time-limited appointment not to exceed two years. Appointment may be extended for up to two additional years.

DUTY LOCATION: Denver, Colorado

WHO MAY APPLY: All qualified U.S. citizens .

RELOCATION EXPENSES: **Payment of relocation expenses IS NOT authorized.**

DUTIES: The incumbent performs geographic support activities for decennial censuses and surveys. Compares map reference sources of varying scales to Census TIGER and identifies features and feature names to be added, deleted or changed. Selects, adjusts and positions features and feature names into TIGER files using a variety of drafting techniques including an interactive computer workstation. Uses instruments such as technical drafting pens, engineering scale, proportional dividers and French curves.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit on a separate sheet of paper their experience on each evaluation criteria as follows:**

1. Knowledge or experience utilizing methods and techniques to compile maps.
2. Experience utilizing maps, map scales and map symbols.
3. Ability to operate digitizing equipment and programs.

QUALIFICATIONS: Grade 4: One year general experience OR 2 years of education above High School.

General Experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

HOW TO APPLY: Each applicant must submit a completed Optional Application for Federal Employment (OF-612), **OR** a resume. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and grade
(If you do not indicate, you will be considered for the lowest grade advertised)
- Full name, mailing address (include zip code), day and evening phone numbers (with area code)
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference - Applicants claiming 10-point veterans' preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 303-264-0257..

- **If selected, male applicants born after 12/31/1959 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.**
- **Former Federal employees who return to work for the government after receiving Voluntary Separation Incentive Pay (VSIP) are normally required to repay an amount equal to the VSIP amount received, including Federal taxes that were withheld. This requirement remains in effect for five years after separation. Upon acceptance of a tentative offer, submission of a copy of the separation SF-50 will be required.**

Complete application package must be received by the closing date of the bulletin and submitted to:

U.S. Bureau of the Census
6900 W. Jefferson Ave. Ste 100
Denver, CO 80235
Attn: Peggy Miller

APPLICATION DEADLINE: Application materials **must** be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE,
COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION,
DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION,
SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.**