

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, NEW ORLEANS
CORPS OF ENGINEERS
P. O. BOX 60267
NEW ORLEANS, LA 70160-0267

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

ANNOUNCEMENT NUMBER: STEP-12-1

OPENING DATE: 01 October 2011

CLOSING DATE: 30 September 2012

Eligible and qualified applicants for this announcement will be placed on a register that will be used to fill all student temporary (including summer) employment positions in the U.S. Army Engineer District, New Orleans, in the occupations listed in this announcement. Positions may be filled at any time from the opening date of this announcement through the end of calendar year 2012. All previous STEP announcements for the positions listed are closed.

LOCATION OF POSITIONS: New Orleans, Louisiana and various locations throughout south Louisiana.

POSITIONS: Candidates may apply for any of the following positions. (See page 3 for job locations, salaries, qualifications, and age requirements.)

Office Aid, GS-1

Laborer (light), WG-2

Office Automation Clerk and Clerk-Typist, GS-2

Engineering Aid, GS-1

ELIGIBILITY REQUIREMENTS: Candidates must meet all of the following requirements.

- Be a United States citizen.
- Be at least 16 years of age (some positions require 18 years of age - see page 3).
- Meet the qualification requirements for the position (see page 3).
- Be physically able to perform the work of the position.
- Be a full-time student or have been accepted for enrollment as a full-time student in an accredited school.
- Have an overall grade point average of 2.5 or higher.
- Male candidates over age 18 who were born after December 31, 1959 must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

HOW TO APPLY: Candidates must mail a complete application package (see next paragraph) to the **U.S. Army Engineer District, New Orleans, P. O. Box 60267, ATTN: CEMVN-HR, New Orleans, LA 70160-0267**. Applications must be postmarked by the closing date of this announcement. Selected candidates will be required to provide updated information verifying that they are full time students at the time of selection, and periodically during employment.

APPLICATION PACKAGE: An application package must contain the following documents. See page 2 for additional information about forms and certification of typing proficiency.

- A completed U.S. Office of Personnel Management (OPM) Optional Form 612, Optional Application For Federal Employment, or a resume in any format that meets the Resume Content Requirements listed on page 2 of this announcement.
- A Student Temporary Employment Program Availability Statement. (See page 3.)
- Proof of student status, as follows. **High School Students** must submit all of their high school grade reports as of the date of application. **Post High School Students** must submit a transcript that reflects their cumulative grade point average at the time of application and a letter from their school registrar's office verifying their status as a full-time student.
- An original certification of typing proficiency. (If applying for Office Automation Clerk or Clerk-Typist positions.)
- A copy of your DD Form 214, military discharge record. (If you are a veteran claiming 5-points veteran preference.)
- A completed Standard Form 15, Application for 10-Point Veteran Preference, plus documentation required by the SF-15. (If you wish to claim 10-point veteran preference.)

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INFORMATION ABOUT FORMS: The Optional Form 612, Optional Application For Federal Employment, and Standard Form 15, Application for 10-Point Veteran Preference may be obtained from any Federal agency Personnel Office, many State employment service offices and U.S. Veteran Affairs service offices, or on the internet at <http://www.opm.gov/forms/index.htm>

RESUME CONTENT REQUIREMENTS: Although the Federal Government does not require a standard application form for these positions, we do need certain information to evaluate your application and determine if you meet legal requirements for Federal employment. If your resume does not provide all of the information listed below, you may not be considered for the position(s) for which you apply.

- Announcement Number (The number of this announcement is "STEP-12-1").
- Personal Information.
 - Full name.
 - Mailing address (with ZIP Code).
 - Telephone number (with Area Code).
 - Social Security Account Number (SSAN).
 - Country of citizenship (These positions are open to U.S. Citizens only.)
- If you are a veteran and wish to claim veteran preference, you must so state on your resume and list your period(s) of military service. Also, you must provide a copy of your DD-214 (for 5-point preference) or a copy of your DD-214 and a completed SF-15 (for 10-point preference).
- Information about your work experience, such as a listing of paid and unpaid work experience which shows the job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates by month and year, number of hours per week, salary. If currently employed, indicate if we may contact your current supervisor. IF you have worked in the Federal service before, provide the title, series and grade of your position and the type of appointment held (e.g. temporary, career-conditional, career, competitive service, excepted service, etc.).
- Information about your educational background. If you are a high school graduate or have a GED, provide the month and year of graduation and name, city, state and ZIP Code of the school. List all educational accomplishments such as certificates, degrees, and/or the number of college semester hours completed. For any education listed, provide the name and address of the educational institution.
- Any other training, skills (i.e. languages, computer skills, machinery, etc.), honors, awards, or activities that you want the selecting official to consider.

INFORMATION ON CERTIFICATION OF TYPING PROFICIENCY: Certification of typing proficiency must be on official letterhead from a school or organization and must contain the following information:

- The applicant's name, date of birth, and home address.
- The name and address of the school or organization which administered the typing test.
- The date of the test. (The test must have been administered within 12 months prior to the date of certification.)
- The length of the test (5 minutes is required), gross words typed per minute, and the total number of errors.
- The dated signature and title of the official of the organization certifying the certificate of proficiency.

Only an original with no erasures or alterations will be accepted. A certification of proficiency is valid for 3 years from the date of signature. The following sources may issue proficiency certifications:

- Accredited schools.
- State Employment Service Offices.
- Courses approved for training under Veterans Administration programs.
- Public and private social welfare agencies conducting programs sponsored or approved by the U. S. Department of Education or by an appropriate state office to provide training of the handicapped or for vocational rehabilitation.
- Federal, state, or other public or private agencies with programs in support of manpower utilization and economic opportunity such as the Neighborhood Youth Corps, Job Corps, Opportunities Industrialization Centers, and other agencies that provide training under provisions of the Comprehensive Employment and Training Act.
- Military hospitals and agencies and other Federal hospitals and agencies which provide training in connection with occupational therapy or vocational rehabilitation programs in typing.
- Federal agencies which provide in-service training in typing to civilian or military personnel.

NEED MORE INFO? Call the New Orleans District Civilian Personnel Advisory Center at (504) 862-2800.

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP) AVAILABILITY STATEMENT

NAME: _____ DATE OF BIRTH: _____ SSAN: _____

E-Mail Address: _____

SCHOOL _____ ANTICIPATED GRADUATION DATE: (MONTH/YEAR) _____

Complete the following statement by placing an "X" in front of **one** of the statements below. I AM AVAILABLE FOR:

- _____ Part-time employment during the school year and summer employment.
- _____ Summer employment only.
- _____ Part-time employment during the school year, but **not** summer employment.

<i>Pick one or more positions by placing an "X" on the line in front of the position.</i>	<i>Pick six locations by placing an "X" on the line in front of the location.</i>
<p>_____ Office Automation Clerk or Clerk-Typist GS-2 \$10.95 ph (These positions require a 40-wpm typing skill. Must be a high school graduate or have at least 3 months office clerical experience.)</p> <p>_____ Office Aid GS-1 \$9.74 ph (These positions require no typing or only light typing. No experience required)</p> <p>_____ Laborer (light) WG-2 \$9.97 ph \$10.96 ph* (Must be at least 18 years old. No experience required.)</p>	<p>_____ District Headquarters Building, New Orleans, LA (located at 7400 Leake Ave)</p> <p>_____ SELA Resident Office, New Orleans, LA (located at 8800 Claiborne Ave.)</p> <p>_____ SELA Jefferson Parish Resident Office, Jefferson, LA (located at 1221 Elmwood Park Blvd.)</p> <p>_____ Inner Harbor Navigation Canal Lock, New Orleans, LA (located near St. Claude & Poland Ave)</p> <p>_____ Westbank Resident Office, Marrero, LA (located at 7439 Lapalco Blvd.)</p> <p>_____ Algiers Lock, Algiers, LA</p> <p>_____ Harvey Lock, Harvey, LA</p> <p>_____ Bonnet Carre Spillway, Norco, LA</p> <p>_____ Leland Bowman Lock, Abbeville, LA*</p> <p>_____ Schooner Bayou Control Structure, Abbeville, LA*</p> <p>_____ Berwick Lock, Berwick, LA</p> <p>_____ Catfish Point Control Structure, Creole, LA*</p> <p>_____ Freshwater Bayou Lock, Kaplan, LA*</p> <p>_____ Lafayette Area Office, Lafayette, LA</p> <p>_____ Calcasieu Lock, Lake Charles, LA*</p> <p>_____ Old River Lock, Lettsworth, LA</p> <p>_____ Bayou Boeuf Lock, Morgan City, LA</p> <p>_____ Morganza Control Structure, Morganza, LA</p> <p>_____ Bayou Sorrel Lock, Plaquemine, LA</p> <p>_____ Port Allen Lock, Port Allen, LA</p> <p>_____ Atchafalaya Basin Suboffice, Port Barre, LA</p> <p>_____ Old River Auxiliary Control Structure, Vidalia, LA*</p> <p>_____ Calcasieu River Saltwater Barrier, Westlake, LA*</p> <p>_____ Venice Suboffice, Venice, LA</p>
<p>_____ Technical Aid GS-1 \$9.74 ph (Ideal position for students in engineering and other sciences. No experience required.)</p>	<p>_____ District Headquarters Building, New Orleans, LA (located at 7400 Leake Ave)</p> <p>_____ SELA Orleans Parish Resident Office, New Orleans, LA (located at 8800 Claiborne Ave.)</p> <p>_____ SELA Jefferson Parish Resident Office, Jefferson, LA (located at 1221 Elmwood Park Blvd.)</p> <p>_____ Westbank Resident Office, Marrero, LA (located at 7439 Lapalco Blvd.)</p> <p>_____ Lafayette Area Office, Lafayette, LA</p> <p>_____ St. Francisville Casting Yard, St. Francisville, LA</p> <p>_____ Venice Suboffice, Venice, LA</p> <p>_____ Atchafalaya Basin Suboffice, Port Barre, LA</p>

SIGNATURE _____ DATE _____