



**US Army Corps  
of Engineers®**  
New Orleans District

# Join the US Army Corps of Engineers New Orleans District



## About the District:

- ◆ The New Orleans District provides for navigation, flood and hurricane risk reduction, environmental stewardship, and other water resources needs to benefit the people of southern Louisiana and the nation.
- ◆ The offices are located in the uptown area of New Orleans.
- ◆ Audubon Park is within walking distance.

## Duties:

- ◆ Serves as a Secretary (OA) providing assistance to the Division by performing administrative and clerical duties requiring a good working knowledge of the organization and programs of the Division.
- ◆ Perform timekeeping responsibilities for compliance with administrative requirements.
- ◆ Personal computer equipment to produce a variety of materials (e.g. correspondence, forms, reports including a wide variety of technical terminology).
- ◆ Receive and review incoming mail and correspondence, and routes to appropriate personnel.
- ◆ Receive telephone and personal visitors for the Division, Branch and Section Chiefs

## Job Information:

**Position Title:** Secretary (Office Automation)

**Occupational Series:** GS-0318

**Grade Levels:** GS-06

**Location:** New Orleans, LA

**Tenure:** Temporary - 18 months



## How to Apply:

For consideration, please send your resume and any other qualifying documents to Durund Elzey at [durund.elzey@usace.army.mil](mailto:durund.elzey@usace.army.mil).

## Qualification Requirements:

- ◆ One year of specialized experience which includes experience performing administrative and clerical duties such as operating a personal computer and using a variety of software to complete job duties, AND 2) Reviewing incoming correspondence such as emails and documents for dissemination, AND 3) Scheduling appointments and meetings for management, AND 4) Maintaining or establishing electronic files such as managing files in a timekeeping system or preparing electronic travel and reimbursement vouchers.
- ◆ Position requires a typing proficiency of at least 40 words per minute based on a 5 minute sample with 3 or fewer errors.

