



**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:

- ◆ Receive and distributes incoming mail for the office.
- ◆ Personal computer equipment to produce a variety of materials (e.g. correspondence, forms, reports including a wide variety of technical terminology).
- ◆ Maintain suspense records on incoming and outgoing correspondence.
- ◆ Ensure travel arrangements such as plane, rental car, and hotel reservations are made for office personnel.

Job Information:

Position Title: Secretary (Office Automation)

Occupational Series: GS-0318

Grade Levels: GS-07

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.

Qualification Requirements:

- ◆ One year of specialized experience which includes experience performing office functions as related to clerical and administrative support to complete reports and compose replies to incoming correspondence; experience with office automation procedures and techniques, e.g. proofreading required document formats; making extensive travel arrangements; making complete arrangements for large conferences; composing complex, but non-technical correspondence and having contact with senior managers and other staff members.
- ◆ Position requires a typing proficiency of at least 40 words per minute based on a 5 minute sample with 3 or fewer errors.

