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.

Job Information:
Position Title: Secretary (Office Automation)
Occupational Series: GS-0318
Grade Levels: GS-07
Location: New Orleans, LA
Tenure: Temporary - 18 months

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.

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.