



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
 Rocky Ridge Boarding School
 Kykotsmovi, AZ

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE:	Business Technician, CE-0303-02
POSITION INFORMATION:	Full time, Year Long,
SALARY RANGE	\$19.15 to \$27.21, Per Hour
LOCATION:	Department of the Interior, Indian Affairs, Bureau of Indian Education, Rocky Ridge Boarding School, Kykotsmovi, AZ
ANNOUNCEMENT NUMBER:	D33N15-2021-003
VACANCIES	1
ISSUE DATE:	08/20/2021
CLOSING DATE:	09/10/2021 - 4:30 pm , Mountain (DST) Timezone

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. The Department of the Interior (DOI) places a high value on diversity of experience and cultural perspectives and encourages applications from all interested eligible candidates. Diversity, equity, inclusion, and accessibility (DEIA) are fundamental principles that guide the Department and allow us to successfully achieve our mission.

JOIN US AS WE INSPIRE THE NEXT GENERATION!

STATEMENT OF DUTIES:

Incumbent will create and maintain a safe, positive learning environment to ensure the holistic development of each student and staff member through cultural, social, spiritual, physical and academic experience. Incumbent will support the Bureau of Indian Education's mission, which is to provide high quality education opportunities from early childhood through life while considering a tribe's need for cultural and economic well-being. In performing this mission, the BIE takes into account the spiritual, mental, physical, and cultural aspects of school-aged children within their family and tribal community. To meet its trust responsibility to Indian Tribes, BIE works to strengthen education opportunities for American Indian students to be successful and competitive globally; to enhance student participation in their tribal communities; and support tribes in nation-building, in development of the next generation of tribal leaders.

INDIAN PREFERENCE POLICY:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER:

Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE:

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

RESPONSIBILITIES:

This position is responsible for providing a variety of clerical services, budget control, recruiting of personnel to fill vacant positions, and technical services in support of school operations. Any combination of the following services or similar related activities may be involved: funds management, human resources management, management analysis, procurement, P.L. 93-638 contracts and P.L. 100-297 grants. This position will perform a full range of technician support work involving application of basic problem-solving methods, and knowledge of business administration related standardized processing regulations, procedures, methods, and operations. The Business Technician will work under the supervision of the school Principal, who provides advice or additional instructions for difficult, new, or special assignments. They are expected to operate independently within established instructions and guidelines. Specific problems not covered by instructions or standard operating procedures are referred to a supervisor or designated employee for assistance and/or a decision.

SUMMARY OF QUALIFICATIONS REQUIRED:

Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Associate Degree or 60 college semester hours in related field and one year of related experience; OR High School or GED and three years related experience.

Related experience includes lower level work such as that equivalent to a level 01 or GS-03 level of difficulty in a technical area. Representative technical areas could include bookkeeper, budget clerk, financial clerk, purchasing clerk, human resources clerk, or other similar clerical and administrative support functions.

CONDITIONS OF EMPLOYMENT:

A valid State Driver's license is a prerequisite if the position requires operation of a motor vehicle in performance of work. Some positions involve work requiring extensive driving between work sites throughout the geographic jurisdiction area. A valid State Driver's license must be maintained as a condition of employment; failure to do may result in removal from the position.

PHYSICAL REQUIREMENTS:

Good distant vision and ability to read without strain printed material the size of typewritten characters is required, glasses permitted. The ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

BASIS OF RATING:

Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete information in a neat and orderly fashion.

SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to a probationary period for equivalent to two (2) academic semesters, which may be extended.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. You MUST submit a current [GSA Form 3607 \(https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-record\)](https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-record), Motor Vehicle Operator's License and Driving Record for full consideration. Incumbent must possess a valid state driver's license.

- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing is available.
- Relocation expenses **WILL NOT** be paid.

NOTE:

Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to **submit all required documentation** in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

HOW TO APPLY:

1. Applicants must submit a resume or any other written format of the applicant's choice. Your resume **MUST CONTAIN** the following:
 - a. Vacancy Announcement Number
 - b. Job Title
 - c. Duties and Accomplishments
 - d. Employer's name and address
 - e. Supervisors name and phone number
 - f. Starting and ending date (month and year)
 - g. Hours per week
 - h. Salary
 - i. High School Graduation/GED information. Month and year graduated or date GED received plus name/location to include city and state.
 - j. Complete names and telephone numbers of 3 professional/employer references (must be within the past 5 years). List people who are not related to you and who know your qualifications and fitness for the kind of job for which you are applying.
2. Copy of Official College Transcript can be accepted for verification/documentation. (If selected, applicant must provide Official College Transcripts.)
3. Copy of Valid State Driver's License (REQUIRED)
4. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-record> , (USE NONFILLABLE PDF VERSION). Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process (REQUIRED)

Other supporting documents:

1. Form BIA 4432, available at [Verification of Indian Preference for Employment \(PDF \(https://www.bia.gov/online-form/verification-indian-preference-employment\)\)](https://www.bia.gov/online-form/verification-indian-preference-employment), Verification of Indian Preference for employment, **is required** for claiming Indian Preference. The form must be completed by the appropriate official with the federally recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
2. OF-306, Declaration of Federal Employment can be located at https://www.opm.gov/forms/pdf_fill/of0306.pdf (https://www.opm.gov/forms/pdf_fill/of0306.pdf) (**will be required upon selection**)
3. Indian Child Protection Requirement Form, must contain original signature and date (**will be required upon selection**). This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position. (2019 version) <https://www.bie.edu/sites/default/files/documents/idc2-104343.pdf> (<https://www.bie.edu/sites/default/files/documents/idc2-104343.pdf>)
4. Copy of Official College Transcripts can be submitted as verification of post-secondary education. (If selected, applicant **must provide Official College Transcripts for final verification and pay setting.**)
5. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-record> (<https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-record>), (USE NONFILLABLE

PDF VERSION). Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process.

6. Copy of most recent SF-50, Notification of personnel Action, for current or former Federal employees to indicate prior Federal service and/or highest previous rate.
7. DD214 (member copy 4) for consideration of service credit for leave purposes.

Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

Applications and all accompanying documents must be received by 09/10/2021 - 4:30 pm, Mountain (DST).

SCHOOL MAILING ADDRESS: Rocky Ridge Boarding School P.O. Box 299 Kykotsmovi, AZ 86039

FAX SIGNED AND DATED (928) 725-3655

APPLICATIONS TO:

FOR INFORMATION CONTACT: Veronica Klain, Acting Principal
(928) 283-2218

For VERIFICATION of our receipt of your application-resume, please contact: Veronica Klain, Acting Principal, (928) 283-2218

Source URL: <http://www.bie.edu/jobposting/d33n15-2021-003>