

VACANCY ANNOUNCEMENT

NAVAL HOSPITAL BEAUFORT
Beaufort, SC

Management Identification of Candidates (MloC)

Announcement Number: MIC-15-NHB-303380

(New application procedure - Please read entire announcement)

Medical Support Assistant
GS-0679-05

Opening Date: 4 April 2016

Closing Date: 8 April 2016

Position Location: Directorate for Branch Medical Clinics/ Team Seven (RMR)

Type of Appointment: Permanent

Number of Vacancies: 1

Duties: This position provides medical support to the Clinic Director, BHC-M; works under general supervision of the Department Head of Recruit Medical Readiness Department.

Must be capably executing crucial administrative tasks in order to facilitate fluid recruit medical processing and be proficient in the operation of general office equipment. Responsible for planning and execution of assignments; resolving most of conflicts which arise; coordinating work with others as necessary and interpreting policy on initiative in terms of established objectives. The incumbent must have a general knowledge of medical terminology.

Work Schedule: Monday through Friday

Who May Apply: Current permanent federal employees within Naval Hospital Beaufort UIC 61337.

Taking into consideration that an acceptable number of candidates are available within the command and that the position needs to be filled expeditiously, this position **will not** be filled through normal merit promotion processes. It will instead be filled through Management Identification of Candidates (MloC) procedures. As a result, a formal job announcement **will not be published** through USAJOBS. This memorandum meets the requirement for announcing the position under MloC procedures.

Qualifications: To qualify for this position you must meet time-in-grade, one year specialized experience at the next lower grade level GS-04. Your resume must show time-in-grade and sufficient experience, knowledge, skills, and abilities to perform the duties of the position for which you are being considered. Your resume is the key means we have for evaluating your knowledge, skills and abilities as they relate to this position. Therefore, we encourage you to submit a thorough resume identifying dates of service, grade(s) held and occupational series which directly relates to this position.

Time in Grade:

Applicants must have at least one (1) year of *specialized* experience equivalent to the next lower graded level GS-04.

How to Apply: Applications are being accepted.

Required Documents:

Resume
Current SF-50

*** You must identify the MloC announcement number on your resume.**

Resumes and supporting documentation will be accepted via email or hard-copy to:

Ms. Tracy Jenkins, Human Resources Specialist
BUMED HRO Jacksonville Satellite Office, Beaufort Storefront
Email:tracy.e.jenkins5.civ@mail.mil

Interviews and/or a Selection Board may be scheduled to determine the best-qualified candidate. The interview criteria will be established prior to the interviews, and will be utilized in a fair and equitable manner.

All questions and/or correspondence regarding this matter should be addressed to Ms. Slexiaer Tyson, Command HR Liaison, at DSN 335-5587 or slexiaer.u.tyson.civ@mail.mil.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact Lori Pringle, Reasonable Accommodations Program Manager, at 910-450-0431 or email to lori.pringle@med.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.