



**DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
ANNOUNCEMENT NUMBER: FTA-R10-STEP-2012-0001**

**\*\*PLEASE READ ALL INFORMATION CAREFULLY\*\***

**POSITION:** STUDENT TRAINEE (General)  
**SERIES & GRADE:** GS-0303-05  
**SALARY RANGE:** \$33,414 - \$43,434 PER ANNUM

**PROMOTION POTENTIAL:** None  
**OPENING DATE:** 11/18/2011  
**CLOSING DATE:** 12/2/2011

**DUTY LOCATIONS:** Seattle, WA

**ABOUT THE POSITION:** This position is in the Student Temporary Experience Program (STEP), it provides an opportunity for flexible temporary employment which enables students to earn a salary while continuing their studies. This is a temporary position not-to-exceed one (1) year. The incumbent will work under close supervision and work in a developmental capacity performing assignments and completing training, both of which are aimed in preparing the incumbent to gain the knowledge and skills necessary to perform the duties outlined below.

**WHO MAY APPLY:** Any student that is a U.S. Citizen in the local commuting area.

*Dedicated to delivering results that matter to the American people, the FTA supports, improves, and promotes effective public transportation, the Nation's fastest growing mode of travel. Through the administration, management, and oversight of a \$10 billion annual grant program, FTA supports the development and maintenance of subway, light rail, and bus systems to achieve transportation in America that is environmentally sustainable, safe, and in a state of good repair so that US*

*communities will be livable and economically competitive*

**SUMMARY OF DUTIES:** Serves as primary point of contact for receiving and directing incoming calls; greeting guests and directing them to the appropriate staff; receiving, logging and distributing mail; maintaining the environmental data base; and archiving appropriate files. Assists staff in preparing for administrative and program audits as well as providing assistance with resolving findings and any corrective actions as needed. Assists in grant development and post approval activities working with the TEAM electronic grant making system, including recipient access, report reviews and closeouts. Provides assistance through cross-checks and verification of consistent elements presented in State Transportation Improvement Programs (STIPs). Determines items of special interest to Regional Administrator and promptly refers the. Answers routine requests for information independently.

**KEY REQUIREMENTS:**

- Must be enrolled in or accepted (with the intent to attend) in a degree seeking program offered at an accredited college or university.
- Must be in good academic standing.
- Must currently hold a cumulative GPA of 2.5 or higher
- Must be a United States Citizen
- Position subject to pre-employment background investigation.

**QUALIFICATION REQUIREMENTS:** One year specialized experience or 4 academic years above high school leading to a Bachelor's degree or Bachelor's degree.

The specialized experience is defined as experience performing administrative and clerical activities using a computer and software applications. Experience using correct grammar, spelling, punctuation, and formatting techniques. Experience organizing, tracking, researching, and summarizing data.

**TIME LIMIT FOR MEETING REQUIREMENTS:**

All of the above requirements must be met by the closing date of this

announcement.

- *Transcripts should be unofficial copies, which you may scan and email with your resume to us (or otherwise deliver by the deadline). If you are selected for this position, official transcripts will be required at that time.*

### **HOW YOU WILL BE EVALUATED:**

Selection will be based in part on how well and complete you document your work experience and educational background in your application. Your credentials will be reviewed on criteria such as education and paid or volunteer experience that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

### **OTHER INFORMATION:**

This job is being filled by an alternative hiring process and is not in the competitive civil service.

### **NOTE:**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and questionnaire process, please notify this agency. The decision on granting reasonable accommodations will be made on a case-by-case basis. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the DOT Disability Resource Center at (202)-493-0625 (voice or TDD) or the servicing human resources office at (202) 366-8985.

The Department of Transportation (DOT) prohibits discrimination in all programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and

marital and family status.

### **HOW TO APPLY:**

You are required to email your resume, showing relevant experience and education and a copy of your transcript to: [Paula.Booth@dot.gov](mailto:Paula.Booth@dot.gov).

You must submit all required information by 11:59 p.m. on the **closing date**. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible. The materials you send with your application will not be returned.

- **VETERANS:** In order to be considered as a **5-point preference eligible**, you must submit a copy of your **Certificate of Release or Discharge from Active Duty, DD214**. Your DD-214 must show the type of discharge and dates of active duty. If you are claiming **10-point preference eligible**, you must submit a copy of your DD214; an Application for 10-point Veteran's Preference, SF15; and the proof of entitlement of this preference which is normally an official statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability. Without this documentation, you will not receive veteran's preference. Additional information on veterans' preference is available in the Vet's Guide at: <http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx>

### **AGENCY CONTACT INFO:**

Paula Booth or Yesica Bonilla  
Phone: 2023662459  
Email:  
[Yesica.Bonilla@dot.gov](mailto:Yesica.Bonilla@dot.gov)

Agency Information:  
Department of Transportation, E44-455  
1200 New Jersey Avenue, SE  
Washington, DC 20590

### **WHAT TO EXPECT NEXT:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your eligibility. Eligible candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

**OTHER IMPORTANT INFORMATION:**

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