Center

Student Temporary Employment Program

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<td>07/19/2010</td>
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<td>Clerk, GS-0303-04</td>
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**Entry Level Salary:** GS-04 ($27,990.00 – $36,384.00)

**Program Description:** The Student Temporary Employment Program provides an opportunity to earn money and continue your education. These employment opportunities are not necessarily related to your academic field of study. The program provides an opportunity to learn the federal system and the chance for challenging experiences with Reclamation. Employment can range from summer jobs to positions that can last as long as you are an eligible student.

**Brief Description of Duties:** Receives and refers visitors and telephone calls. Takes and delivers messages for the staff and answers routine inquiries. Maintains established office files and records. Monitors stock levels of a variety of office supplies and orders when necessary. Distributes mail, recording the receipt, suspense, and completion dates as appropriate. Searches for and compiles data

**Qualifications:**

Students must be enrolled in a certificate or degree program and taking at least a half-time course load at an accredited institution; be in good academic standing; be at least 16 years of age; and meet the qualifications for the position.

To qualify for a GS-04, you must have 1 year of general experience OR successful completion of 2 years of education above high school at an accredited college/university OR a combination of education and experience.

**GENERAL EXPERIENCE:** Defined as experience in progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

**How to Apply:**

You must apply online in order to be considered under this vacancy announcement. You may access this job to review and apply by following the link below:


(1) Apply online by following the link above. Include your resume and answer the supplemental questionnaire.
(2) Include a copy of current High School Grade Report or current College Transcripts (review the How to Apply section of the vacancy announcement).
(3) Include proof of enrollment or acceptance for the current and/or upcoming semester.
(4) If you are claiming veterans’ preference, also submit a copy of your military discharge (DD-214, Member 4 Copy) and if applicable, an SF-15 (Application for 10-point Veterans’ Preference) with the supporting documentation identified on the form.

**YOU WILL NOT BE CONSIDERED IF YOU DO NOT SUBMIT REQUIRED DOCUMENTS.**

Application materials will not be returned.
About the Bureau of Reclamation’s Lower Colorado Region: The Lower Colorado (LC) Region manages 688 miles of the Colorado River to provide water and power, protect endangered species and native habitat, enhance outdoor recreation opportunities, and provide flood control. We also support major water administration and conservation programs throughout the Southwest, ensuring vital water resources are managed for the best uses. The LC Region includes offices in Boulder City, NV; Phoenix, AZ; Yuma, AZ; Temecula, CA, and at Hoover Dam. For more information, visit the LC Region website at www.usbr.gov/lc.

Benefits of Federal Employment:
- Excellent Vacation & Sick Leave
- Health Insurance (after one year of continuous temporary service)
- Flexible Work Schedules
- Paid Federal Holidays

For more information regarding this job, please contact:

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The Federal Government is an Equal Opportunity Employer:
Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, policies or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency contact of their need.