

DEPARTMENT OF THE NAVY CIVILIAN CAREER OPPORTUNITIES

Solicitation of Applicants for General Administrative, Clerical, and Office Series (occupational series 0301, 0303, 0305, 0318, 0326, 0340, 0341, 0342, 0343, 0344, 0346, 0391)

Salary Range: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>
Positions within Naval Meteorology and Oceanography (METOC) vary in grade level ranging from GS-05 through GS-15. Pay is determined by grade level base pay plus locality. Please utilize the link above to view current pay tables.

Job Locations:	Stennis Space Center, Mississippi	Washington, DC	Pearl Harbor, Hawaii
	Monterey, California	Suitland, Maryland	Naples, Italy
	San Diego, California	Norfolk, Virginia	Yokosuka, Japan
	Flagstaff, Arizona		

METOC has a global civilian workforce that supports the U.S. Navy; works with Naval Research Laboratory and the Office of Naval Research in the design and testing of cutting edge unmanned and autonomous surface and subsurface instruments; and partners with industry to solve the most challenging issues in marine sciences, meteorology, and oceanography.

From the bottom of the ocean to the stars; it starts with us.

About the Job:

Career opportunities within the administrative, clerical, and office series offer a variety of opportunities to grow.

- *Miscellaneous Administration and Program (0301)* - Administrative or program work requiring analytical ability, judgment, discretion, and knowledge of administrative or program principles, concepts, policies, and objectives.
- *Miscellaneous Clerk and Assistant (0303)* - Clerical, assistant, or technician work requiring knowledge and application of procedures and techniques to carry out the organization mission.
- *Mail and File (0305)* - Clerical work related to processing mail, record management and disposition, and related work to mail, file, and record keeping processes.
- *Secretary (0318)* - Perform general office work and possess knowledge of clerical and administrative skills, procedures, and requirements to increase the effectiveness of others.
- *Office Automation Clerical and Assistance (0326)* - Carry out office automation utilizing general office automation software, practices, and procedures as well as be proficient in typing.
- *Program Management (0340)* - General application of management and executive knowledge and ability to maintain performance of one or more program.
- *Administrative Officer (0341)* - Provide management services requiring skills and knowledge of management principles, practices, and methods to integrate the services for operational success.
- *Support Services Administration (0342)* - Provide a variety of essential work-supporting service functions such as communications, procurement of administrative supplies, printing, and records management.
- *Management and Program Analysis (0343)* - Analyze and advise on the productivity, effectiveness, and efficiency of programs and operations. Skills include application of fact-finding and investigative techniques, oral and written communications, and development of presentations and reports.
- *Management and Program Clerical and Assistance (0344)* - Clerical and technical work in support of management and program analysis requiring a base knowledge of analytic tools.

- *Logistics Management (0346)* – Ability to integrate distinct functions in planning, coordinating, or evaluating logistical actions involving personnel, resources, and equipment to meet mission.
- *Telecommunications (0391)* - Technical and analytical work planning, developing, acquiring, testing, integrating, installing, using, or modifying telecommunications systems, facilities, services, and procedures.

Basic Requirements:

Appointments to Federal positions will be made at the GS-05 to GS-15 level and are based on the applicant's education and/or experience.

How to apply:

Submit resumes with transcripts via email to **metocjobs@us.navy.mil**. Candidates are encouraged to submit unofficial versions of transcripts, if applicable, to assist in determining whether they meet Office of Personnel Management qualification requirements. Transcripts should list all coursework, credit hours completed, and the student's name. Cover letters are not required but are strongly encouraged. Highly qualified applicants will be contacted via email to schedule a job interview.

Benefits:

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/federal-employee-compensation-package/> and <https://www.opm.gov/about-us/careers-at-opm/worklife-benefits/>

Please Note:

This position is subject to satisfactory completion of a security investigation and may be subject to drug testing.

Starting salaries are commensurate with education and experience, plus full benefits.

Applicants must be U.S. citizens.

Males born after December 31, 1959, are required to be registered with the Selective Service System.



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THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.