

Vacant Position Announcement

SUMMARY DESCRIPTION OF DUTIES:

PROVIDES SECRETARIAL SUPPORT FOR INSPECTIONS DEPARTMENT. DUTIES ARE PERFORMED ON A LARGELY INDEPENDENT BASIS WITHIN ESTABLISHED OIG GUIDELINES AND ADMINISTRATIVE & CLERICAL POLICIES & PROCEDURES. PRIORITIZES MANAGER'S TIME THROUGH SCHEDULING MEETINGS, KEEPING A CALENDAR & MAKING TRAVEL ARRANGEMENTS, PROVIDES SUPPORT, MATERIAL & INFORMATION FOR MEETINGS AS DIRECTED; PREPARES & REVIEWS CORRESPONDENCE & REPORTS FOR CONFORMANCE TO POLICIES & PROCEDURES, AND PERFORMS OTHER ADMINISTRATIVE DUTIES NEEDED TO SUPPORT THE DAY-TO-DAY OPERATIONS OF THE DEPARTMENT. TVA MARKET RANGE \$30,000 TO \$52,000.

MINIMUM QUALIFICATIONS:

GENERAL KNOWLEDGE OF TVA'S OVERALL PROGRAMS, POLICIES & PROCEDURES, ABILITY TO PERFORM NON-ROUTINE ASSIGNMENTS WITH MINIMUM SUPERVISION WHILE USING INITIATIVE & GOOD JUDGEMENT, THOROUGH KNOWLEDGE OF MICROSOFT WORD, APPLICABLE PC PACKAGES, ENGLISH GRAMMAR, RULES OF COMPOSITION, TVA AUTOMATED/ON-LINE SYSTEMS, I.E., EWORKPLACE, CORRESPONDENCE TRACKING, TRAVEL, APPROXIMATELY ONE OR MORE YEARS' EXPERIENCE AS AN ADMINISTRATIVE ASSOCIATE OR EQUIVALENT.

TVA WIDE SALARY POLICY

How to Apply - Send cover letter & resume via email to:
oigcareers@tva.oig.gov

Closing Date: 10/31/2009

Applications received after closing date are not entitled to consideration, but may be considered at the option of TVA.

OFFICE INSPECTOR GENERAL	WORK LOCATION CHATTANOOGA, TN	
OPERATION AUDIT & INSPECTIONS	POSITION ASST, MGMT 1 Position	
DIVISION	SCHEDULE GRADE EX	MARKET RANGE \$30,000 - \$52,000
DEPARTMENT INSPECTIONS DEPARTMENT	ANNOUNCEMENT NUMBER 25453	

TVA IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTIONS WILL BE MADE ON THE BASIS OF MERIT AND EFFICIENCY AS SET OUT IN THE TVA ACT AND APPLICABLE LAWS PROHIBITING DISCRIMINATION IN FEDERAL EMPLOYMENT.

Tuesday, October 06, 2009