This position is a temporary, excepted service appointment with a not to exceed (NTE) date of June 30, 2020. This position may be extended based on the needs of the survey. This position cannot be made permanent.

**BENEFITS:**
If hired, you may be entitled to health benefits.

**SELECTIVE FACTOR:** In limited areas, this position may have a language requirement. Indicate clearly on your application/resume the language(s) that you speak, read, and write fluently. Bilingual applicants are encouraged to apply.

**WORK SCHEDULE:** This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

**AREA OF CONSIDERATION:** Applications will be accepted from all sources within the following geographic area(s): within the state of Montana

**RELOCATION EXPENSES WILL NOT BE PAID**

**DUTIES:** This position is directly supervised by a Regional Survey Manager (RSM) or other office supervisor. A Field Survey Technician recruits field representatives for assigned survey. Interviews applicants, administers and grades tests, and recommends selections to supervisor. Assists supervisor in group training sessions by personally conducting portions of the training. At the request of the supervisor, conducts observations. During observation, the incumbent evaluates the interviewer’s conformance to program directives and acceptable data collection methodology. Notes discrepancies or problems areas and advises the supervisor. As the survey or census progresses, recommends the need for additional training and/or personnel. Organizes and recommends field representatives assignment to supervisor. Assists in monitoring progress and advises supervisor of any unusual or questionable issues. Completes interview assignments as needed to help ensure deadlines are met. Follow up on
difficult or problematic cases as needed. As required, conducts observations and rechecks/conducts re-interview of field enumeration.

Answers questions and reviews problems referred by the field representatives; consult supervisor on the more difficult or technical problems. Keeps supervisor informed of general progress and points out any questionable items encountered. During emergency situations, or peak workloads, may be assigned tasks similar to the above in connect with other surveys.

QUALIFICATIONS:

Grade 5: One year of specialized work experience or four years above high school. Specialized experience is defined as one year of work experience equivalent to a GS-04 position.

Grade 6: One year of specialized work experience. Specialized experience is defined as one year of work experience equivalent to a GS-05 position. Education cannot be substituted at this grade level.

Specialized Experience: Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, and abilities (KSA’s) to perform successfully the duties of a Field Survey Technician and which is typically in or related to work of the position to be filled.

Grade 5:
One year of specialized experience equivalent to the grade 4 level in the Federal service in: (1) conducting informational meetings, (2) conducting interviews, and (3) operating a personal computer to collect data and generate reports.

OR

Education: Successful completion of four years of education in any field above high school. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

OR

An equivalent combination of education and experience. When combining education and experience to meet this requirement, only education in excess of the first 60 semester hours is creditable.

You MUST submit a copy of your college transcripts or a list of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to supply original transcripts.

Grade 6:
One year of specialized experience equivalent to the grade 5 level in the Federal service in: (1) conducting informational meetings, (2) conducting interviews, (3) operating a personal computer to collect data and generate reports, and (4) evaluating employee performance and recommending corrective action in deficient areas.

Education cannot be substituted at this grade level.

CONDITIONS OF EMPLOYMENT

Must be willing to work days, evenings, and weekends.

1) Must have use of an automobile, valid driver’s license.
2) Must have access to a personal email account in order to complete initial hiring process.
3) Must be willing to travel overnight on occasion for work assignments, training, etc.
4) Must be willing to travel throughout all parts of the Field Supervisor area on short notice.
5) Must be willing to work days, evenings and weekends.
6) Must be willing to accept all assignments and work multiple surveys.
7) Must establish and maintain a safe work environment in their residence.
8) Must have a Wired Broadband Internet Connection at your duty station to access the Census Network environment to complete their work assignments. If Wired Broadband Internet is not available in their area, they must be able to connect to a cellular network.
9) **Must have a physical residence within the area of consideration when applying.**

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience and/or education. Also, applicants must complete and submit the attached Assessment Questions for the Field Survey Technician position, addressing how they meet the criteria outlined. All answers to Assessment Questions must be reflected in the applicant’s resume or BC-170. Eligible
candidates will be ranked based on the score they receive on the Assessment Questions plus any Veterans’ preference entitlements.

HOW TO APPLY: Interested applicants may apply by completing:
- A Census Employment Inquiry (optional) (BC-170)
- Additional Applicant Information (optional)(BC-171)
- A resume. Your resume should list your work duties and accomplishments relating to the job for which you are applying. **(Applicants must submit a separate application or resume for all grade levels and locations for which you want to be considered.)**
- Completed Assessment Questions

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **Failure to provide this information may result in loss of consideration.**

- Recruitment Bulletin number, title, and lowest grade acceptable. **If you do not indicate a grade level on your application or resume, you will be considered for the lowest grade advertised.**
- Full name, mailing address, including zip code, the county/parish you reside in, day and evening phone numbers (with area code).
- Date of Birth
- E-mail address.
- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- **Paid and non-paid work experience related to the position.** For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer’s name and address, supervisor’s name and address, starting and ending dates (month/year), hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications or resumes submitted in Government envelopes or via Government Fax machines will not be accepted.
- Complete application package must be received by the close of business 5:00 p.m. Mountain time Zone on the closing date of the announcement and submitted to:

  Bureau of the Census,
  Denver Regional Office
  Attn: Debbie Lemmon
  Lakewood, CO 80235

**For further information on this vacancy,** contact Debbie Lemmon at 720-962-3700.

**OTHER IMPORTANT INFORMATION:**
- All eligibility requirements must be met by the closing date of the recruitment bulletin.
- You must be 18 years old.
- You must pass a background investigation.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be **REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION.** If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin to work; or you may be fined or jailed.
- If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status. Certification forms will be available at the testing session.
- Veteran’s Preference - Applicants claiming 10-point veteran preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran’s preference. Applicants claiming 5-point veteran’s preference must submit a DD-214
to receive preference.

- Former federal employees, who received a Voluntary Separation Incentive payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it within a specified time period.

- Selectee may be required to complete a supervisory trial period.

- This position may require lifting up to 30 pounds of survey materials or laptops.

- Trial Period - Applicants selected for this position are required to serve a trial period. The trial period is one year of continuous service for preference eligible candidates and two years of continuous service for non-preference eligible candidates in the same or similar position. During this trial period, candidates may be removed from this position for poor performance and will not have appeal rights to the Merit Systems Protection Board (MSPB).

- Disabled Veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Denver Regional Office at 720-962-3700.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency at 720-962-3700. The decision of granting reasonable accommodations will be made on a case-by-case basis.

The U.S. Department of Commerce is an Equal Employment Opportunity Employer

All qualified applicants will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.
# Assessment Questionnaire

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<tr>
<th>Applicant’s Name: ___________________________</th>
<th>Vacancy Bulletin #: ____________</th>
<th>Grade Applying For: ____________</th>
<th>Score</th>
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Circle the answer that best matches your experience in Column A and document where this experience is documented in your resume in Column B. To receive credit you must complete both Columns A and B.

## Column A

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<tr>
<th>Column B</th>
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| 1. Indicate which activities you have experience in performing. Circle all those that apply.  
   a. Dealing with the public  
   b. Speaking or presenting to groups of people  
   c. Following detailed procedures  
   d. Meeting established goals and deadlines  
   e. None of the above.  |
| 2. I have experience conducting:  
   a. Structured meetings  
   b. Training sessions  
   c. Testing sessions  
   d. Interviewing applicants  
   e. None of the above.  |
| 3. I have the following experience: (Circle all that apply).  
   a. Dealing with people from different cultural or ethnic backgrounds.  
   b. Dealing with difficult customers in a professional and courteous manner.  
   c. Ability to perform multiple tasks supporting various staff members.  
   d. Working in a fast past environment.  
   e. None of the above.  |
| 4. Indicate which of the following computer skills/experience you have. Circle all that apply.  
   a. Work processing packages (for example, Microsoft Word)  
   b. E-mail packages  
   c. Spreadsheet or database packages (for example, Microsoft Excel or Access)  
   d. I do not have computer experience  |
| 5. I have experience in working independently outside of a structured office environment.  
   a. Yes  
   b. No  |
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| 6. | I have experience to demonstrate the ability to effectively communicate with supervisor(s) and/or peers remotely in order to convey work progress or discuss issues.  
   a. Yes  
   b. No |
| 7. | Select the option that best describes your experience communicating with others.  
   a. Experience accurately explaining and clarifying non-routine information and ideas to others through own initiative to promote operational efficiency.  
   b. Experience accurately conveying non-routine information to others upon request.  
   c. Experience accurately conveying standard, routine information to others upon request.  
   d. I do not have any experience as described above. |
| 8. | I have experience to demonstrate the ability to prioritize customer or supervisor needs.  
   a. Yes  
   b. No |
| 9. | I have experience to demonstrate the ability to communicate or answer inquiries regarding office procedures and/or other work related information to individuals in person and/or over the phone.  
   a. Yes  
   b. No |