IF YOU'RE INTERESTED IN...

CLERICAL OR SECRETARIAL EMPLOYMENT

Looking for an interesting, diversified clerical, secretarial or administrative support position? There is a continuing need for well-qualified and highly competent individuals in almost every area of the Corps of Engineers. Entry levels for these positions are GS-2, GS-3, and GS-4. General clerical duties include filing, answering phones, collating, retrieving information from files, performing receptionist duties, and other similar work.

If you possess the skill of typing at least forty words per minute, the Corps also offers a wide varity of opportunities as a clerk/typist or secretary. As a clerk/typist, you will generally provide office support to a professional staff. Individuals with proficient secretarial skills are generally the principal office assistant and may provide administrative support to the manager.

Administrative Support employees have the opportunity to learn a great deal about how the Corps of Engineers operates. Potential is excellent for advancement to higher grades within the clerical/secretarial ranks. Also, upward mobility opportunities often present themselves to those individuals who are interested in further career development.

Eligibility

You are eligible to apply for clerical and secretarial positions if you possess the proficiency skills required for the position and are at least 18 years of age at the time of appointment.