JOB TITLE: Administrative Officer

AGENCY: Privacy and Civil Liberties Oversight Board

SALARY RANGE: $50,643-$97,430/ Per Year

SERIES/GRADE: The agency uses the Administratively Determined system in which rank is attached to the individual.

POSITION INFORMATION: This is an opportunity for permanent employment in the excepted service. You will be required to serve a two-year trial period.

DUTY LOCATION: Washington, D.C.

WHO MAY APPLY: Open to the public. U.S. citizenship required.

SECURITY CLEARANCE: Must have or be able to obtain a TOP SECRET – Sensitive Compartmented Information (TS-SCI) Security clearance. If you already have a TS/SCI clearance, please highlight your last investigation date in your application.

AGENCY MISSION
The Privacy and Civil Liberties Oversight Board's responsibilities comprise two basic functions: oversight and advice. In its oversight role, the Board is authorized to continually review the implementation of executive branch policies, procedures, regulations, and information sharing practices relating to efforts to protect the nation from terrorism, in order to ensure that privacy and civil liberties are protected. The Board is also authorized to continually review any other actions of the executive branch relating to efforts to protect the nation from terrorism, in order to determine whether such actions appropriately protect privacy and civil liberties and whether they are consistent with governing laws, regulations, and policies regarding privacy and civil liberties. In its advice role, the Board is authorized to review proposed legislation, regulations, and policies related to efforts to protect the nation from terrorism (as well as the implementation of new and existing policies and legal authorities), in order to advise the President and executive branch agencies on
ensuring that privacy and civil liberties are appropriately considered in their development and implementation.

The primary purpose of this position is to perform duties as an Administrative Officer, working under general supervision of the Executive Director. The Administrative Officer is expected to provide a variety of administrative support services to the Executive Director, Chair and Board Members, and other agency personnel. The Administrative Officer tasks will include coordinating schedules; arranging meetings with other government officials and private sector entities; engagement and collaboration with Agency and/or external agency officials; distributing memos and reports; performing administrative tasks and multitasking.

MAJOR DUTIES AND RESPONSIBILITIES
1. Serve as an Administrative Officer with limited supervision providing good organization, time management, and administrative support to the Board.

2. Work with the PCLOB Board Members and Staff to schedule meetings for Board initiatives, including determining the availability of all PCLOB participants, coordinating with individuals outside the agency to establish availability, and setting meetings as expeditiously as possible.

3. Work with the Chair, Executive Director and other staff to schedule internal meetings and to coordinate any needed changes to meeting schedules, including acting promptly, as needed.

4. Prepare any written documents or correspondence for Board review.

5. Assist Board Staff by providing operational support which may include scheduling interviews, coordinating issues with facilities, escorting uncleared visitors, assisting with inventory, and managing supplies requests.

6. As the agency returns to in-person work in the office, staff the front reception desk including answering the main phone line and welcoming visitors.

7. Prepare materials for meetings, including printing documents, preparing binders, and assembling materials, as needed.
8. Respond in writing and orally to inquiries from Board Members regarding Board initiatives, scheduling, or administrative requirements.

9. Provides administrative guidance in all phases of clerical work, including correspondence, telephone procedures, publications, directives, or reports utilizing Microsoft Office software.

10. Utilize superior oral and written communication skills, organizational skills, attention to detail, interpersonal skills, the ability to produce clear, logical, and concise communications, and working effectively and collaboratively with agency employees and external officials.

11. Perform other duties as needed to assist the Board in its operations.

**QUALIFICATIONS**
Strong communication, interpersonal and organizational skills are essential for this position.

**APPLICATION PROCESS**
Please complete your application on USAJOBS:

https://www.usajobs.gov/job/658846800

Please upload the following documents when applying: Cover letter and resume.

Candidates selected for an interview may be asked to provide references and undergo a writing assessment.

A candidate’s application may be considered for other eligible vacant positions at the agency. The candidate will be contacted if considered for another eligible vacant position.

**CLOSING DATE**
A panel will convene to evaluate applications until the position is filled. A review of your application will be made to determine whether you meet the job requirements. To determine if you are qualified for this job, your resume and supporting documentation will be evaluated. Candidates will be placed into categories of “best qualified”, “qualified”, and “not qualified”. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your
qualifications and/or experience, you may be placed in a different category. Please follow all instructions carefully. Errors or omissions may affect your categorization.

INTERVIEWS
Interviews will be conducted by videoconference.

TELEWORK, TRANSPORTATION, AND BENEFITS
The duty station for this position is at the agency’s offices in Washington, D.C. The agency is currently working on “re-entry” into the office. The incumbent will need to work in the agency’s secure offices and attend briefings in person at other agencies as necessary to complete classified assignments but telework may also be made available per agency policy.

If you use public transportation, part of your transportation costs may be subsidized. Our budget office can provide additional information on how this program is run.

A career with the U.S. Government provides employees with a comprehensive benefits package.