
POSITION DESCRIPTION

Title:	Senior Office Management Specialist
Rate:	GS 9/10 Equivalency (2019 schedule)
Location:	NEA-SCA/EX/GSD, SA-09, 2025 E Street NW, Washington DC 20009
Schedule:	Full time, M-F, 8:15am to 5:00pm with a 45-minute lunch break
Travel:	This position may require travel
Clearance Level:	Active Top Secret is required for this position, held by the DoD preferred

We currently have an opening on our team for an experienced Senior Office Management Specialist to support the overall financial management of mission for the Department of State's Bureau of South and Central Asian Affairs Specialists, Office of Domestic Services (NEA-SCA/EX/ODS).

This position specifically serves NEA/FO, working very closely with NEA/FO staff, including the Office Director, Deputies, unit chiefs, and other staff members.

Duties and Responsibilities:

Public Contact Work

- Interacts on behalf of the Assistant Secretary or Deputy Assistant Secretary with senior U.S. Government officials, foreign Ambassadors and other senior officials, as well as high-level representatives from private sector companies in order to coordinate meetings, receive visitors, or to resolve problems.
- Receives, schedules, and makes proper disposition of telephone calls coming into the office from a wide variety of sources, including senior U.S. government officials, foreign governments, news media, private corporations, or nongovernmental organizations. The incumbent applies significant skill and knowledge of the organization to refer to the Assistant Secretary or Deputy Assistant Secretary only those calls, which in his/her judgment cannot or should be referred to others or handled by him/herself. Makes available as necessary background or informational material to which the Assistant Secretary or Deputy Assistant Secretary may wish to refer.
- Maintains the schedule for the Assistant Secretary or Deputy Assistant Secretary, arranging, referring to other officials, or rescheduling appointments as deemed necessary and without specific prior approval. In this connection, the incumbent handles all requests for meetings and appointments, decides the distribution of the Deputy Assistant Secretary's time, prepares or requests preparation of briefing memoranda indicating purpose of appointments and outlining background data. Makes arrangements for such meetings by reserving space, setting the specific time, and contacting all personnel expected to attend. If necessary, arranges for transportation for participants. Arranges for oral briefings by appropriate officers. Incumbent transmits agenda and discusses with officials invited to meetings called by the Deputy Assistant Secretary the subject of the meetings in order that they will be properly informed and provided with necessary information.

- Makes and acknowledges various social arrangements and obligations which are a part of the official responsibility of the Assistant Secretary or Deputy Assistant Secretary;
- Makes travel arrangements, including scheduling of appointments, security travel and hotel reservations, passports, visas, and travel advances, as necessary. Upon return, prepares vouchers from travel diaries, notes, and incumbent's knowledge of arrangements. Due to the heavy demands on the Assistant Secretary or Deputy Assistant Secretary's time, frequently such arrangements become complicated due to last-minute changes and travel revisions after departure.
- Serves in a liaison capacity between the Assistant Secretary or Deputy Assistant Secretary and his/her staff and other offices in the Department. Assures that the staff is currently informed on the Assistant or Deputy Assistant Secretary's plans and commitments as well as cognizant of the status of matters under discussion or consideration. The Assistant Secretary or Deputy Assistant Secretary is kept continually informed of activities for which his/her subordinates are responsible. Transmits and interprets instructions from the Assistant Secretary or Deputy Assistant Secretary to members of his/her staff and other officials in the Department.
- As requested, or on his/her own initiative, makes careful and exhaustive searches for information difficult to obtain, compiles data and makes preliminary analyses.
- Makes and transcribes notes taken during meetings as required.
- Responsible for carrying out special assignments for the Assistant Secretary or Deputy Assistant Secretary, which require a high degree of tact and diplomacy and comprehensive knowledge of the views of the Assistant Secretary or Deputy Assistant Secretary.
- Types a large volume of correspondence, telegrams, memoranda for the Assistant Secretary and Department principals, briefing papers and reports, ensuring that all conform with style and format guidelines established by the Department's Executive Secretariat.

Mail, Correspondence and Reports

- Reviews all incoming correspondence and forwards it with necessary information or instructions to the appropriate offices for action. Composes replies for his/her own signature when appropriate. Exercises judgment in presenting material to the Assistant Secretary or Deputy Assistant Secretary that he/she has special interest or which for reasons of special confidential consideration is not reviewed by any member of the immediate staff. Composes correspondence for the Assistant Secretary or Deputy Assistant Secretary's signature.
- Processes / reviews all incoming and outgoing letters, memos and related correspondence. Prepares reports, memoranda and other forms of written communication. Composes and edits letters, reports and general office memoranda for publication/distribution on behalf of the Assistant Secretary or Deputy Assistant Secretary or senior level officer.
- In the absence of the Assistant Secretary or Deputy Assistant Secretary, maintains a file of correspondence and events of which the Assistant Secretary or Deputy Assistant Secretary should know about and upon his or her return. Brings such matters to their attention.

- Demonstrates extensive experience and demonstrated ability in working with classified and unclassified computer data base. Operation and knowledge of Excel, Micro-soft windows, and related computer-based programs operations. Ability to prepare e-mails, notices etc. from scratch.
- Maintains database of high-level professional contacts for the Assistant Secretary or Deputy Assistant Secretary, ensuring contact information is up to date and readily available when needed.
- Ability to work under pressure and tight or short deadlines.
- Makes and transcribes notes taken during meetings as required.
- Responsible for carrying out special assignments for the Assistant Secretary or Deputy Assistant Secretary which require a high degree of tact and diplomacy and comprehensive knowledge of the views of the Assistant Secretary or Deputy Assistant Secretary.
- Maintains office files.

Office Management Duties

- Perform various office management functions for NEA Front Office Suite, including maintenance of order and cleanliness in spare offices and common areas, requisitioning office supplies, and coordinating maintenance of office equipment, and ensuring the NEA-SCA main conference room is in proper condition.
- Serves as liaison between the Assistant Secretary or Deputy Assistant Secretary and subordinate offices, coordinating work between multiple offices.
- Assists Assistant Secretary's or Deputy Assistant Secretary's subordinates in the procedural aspects of expediting the work of the office, including to implement supervisor's instructions concerning procedures; explaining requirements and arranging with subordinate officials for the collection and submission of background information and briefing material; and assembling background information into briefing reports for the Assistant Secretary or Deputy Assistant Secretary.
- Provides executive assistant support to visiting Ambassadors, when on TDY in Washington. This includes preparing offices for arrival of high-level visitors, coordinating scheduling, receiving phone calls, taking messages, and other assistant duties as needed.
- Provides executive assistant support to Deputy Assistant Secretaries when other OMSs are away, including scheduling, receiving phone calls, taking messages, and other assistant duties as needed.

Benefits:

Raventek Solutions' competitive benefits program includes comprehensive medical and dental care, matching 401K, paid time off, flexible spending accounts, commuter benefits, disability coverage, and other benefits that help provide financial protection for you and your family.

Raventek Solutions provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex/gender, sexual orientation, national origin, age, disability, marital status, genetic information and/or predisposing genetic characteristics, victim of domestic violence status, veteran status, or other protected class status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of



absence, compensation and training. The Company also prohibits retaliation against any employee who exercises his or her rights under applicable anti-discrimination laws. Notwithstanding the foregoing, the Company does give hiring preference to Seneca or Native individuals. Veterans with expertise in these areas are highly encouraged to apply.