



UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN EDUCATION  
Tuba City Boarding School  
P.O. Box 187  
Tuba City, Arizona 86045



## VACANCY ANNOUNCEMENT

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**POSITION TITLE & GRADE:** Business Technician (Budget), CE-0303-02

**POSITION INFORMATION:** Year Long Contract (Full-time)

**SALARY:** \$17.84 to \$25.34 per hour (BIE education pay scale is based on education & experience)

**LOCATION:** Department of the Interior, Bureau of Indian Education, Arizona Navajo North ELO, Tuba City Boarding School, Tuba City, Arizona

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**ANNOUNCEMENT NUMBER:** D33N19-2017-024      **ISSUING DATE:** 08/10/17  
**CLOSING DATE:** 08/25/17

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

### **JOIN US AS WE INSPIRE THE NEXT GENERATION!**

**STATEMENT OF DUTIES:** The business technician will perform a full range of technical support work involving application of basic problem solving methods, and substantial knowledge of school business administration related standardized processing regulations, procedures, methods, and operations. The position performs work supporting accounting, budget, and finance (includes encoding and remote data entry payments). The work does not require a broad understanding or application of professional or administrative knowledge typically acquired through full college education and specialize training. The technician is expected to operate independently and the work involves the application of procedures, practices and instructions within the framework of established guidelines.

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**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

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**SUMMARY OF QUALIFICATIONS REQUIRED:** Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:**

Level 02 – Associates Degree or 60 semester hours in related field and one year of related experience; OR High School or GED and three years related experience.

Related experience for Level 02 Business Technician includes lower level work such as that equivalent to a Level 01 or GS-03 level of difficulty in a technical area. Representative technical areas could include bookkeeper, budget clerk, financial clerk, purchasing clerk, human resources clerk, or other similar clerical and administrative support functions.

**CONDITIONS OF EMPLOYMENT:** A valid State Driver's license is a prerequisite; the position requires operation of a motor vehicle in performance of work. A valid state driver's license must be maintained as a condition of employment, failure to do so may result in removal from the position. The position requires field travel and attendance to meetings and conferences away from the duty station.

**PHYSICAL REQUIREMENTS:** Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

**BASIS OF RATING:** Once the announcement has closed, all applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough information in a neat and orderly fashion.

**SPECIAL REFERENCE:**

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period equivalent to two (2) academic semesters, which may be extended.
- A Pre-employment Physical Examination will be required.
- The incumbent may be required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing is available.
- Relocation Expenses WILL NOT be paid.

**NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

**HOW TO APPLY:** Applicants may file a resume. The resume must include Vacancy Announcement No., Job Titles, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an \* must be submitted in order to be considered for the position.

1. \*Applicants may file a resume or any other written format of the applicant's choice and must include complete names and telephone numbers of Employer references (must be within the past 5 years) and three (3) personal references. For personal references list people who are not related to you and who know you well on a personal basis and know your qualifications and fitness for the kind of job for which you are applying.
2. \*Copy of College Transcripts, if applicable (If selected, applicant must provide Official College Transcripts).
3. \*Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
5. \*Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
6. \*Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , **(USE NONFILLABLE PDF VERSION)**. Optional during the application process; however, selectee will be required to submit as part of the pre-appointment process.

**Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.**

**SCHOOL MAILING ADDRESS:**

Tuba City Boarding School

Attn: Iva Dallas

P.O. Box 187

Tuba City, AZ 86045

**FAX APPLICATIONS TO: (928) 283-2362**

**FOR ADDITIONAL INFORMATION:**

CONTACT: Iva J. Dallas, Business Manager

**TELEPHONE: (928) 283-2330, Ext. 1151**

**Applications and all accompanying documents must be received by the close of business (4:30 p.m. DST) on the closing date of the announcement.**

**For VERIFICATION of our receipt of your application packet, please contact:  
Iva Dallas, (928) 283-2330, ext. 1151**

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(please print)

**Job Title:** \_\_\_\_\_ **Business Technician (Budget)** **Announcement No:** **D33N19-2017-024**

**Notification Requirements**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

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Applicant's Signature Date