



## Vacancy Information

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**Announcement Number:** CNS-15-069

**Position Title:** Trust Officer (Team Lead)  
National Service Trust Operations

**Open Period:** 08/13/2015 – 08/27/2015

**Pay Plan, Series, and Band:** NY-0301-03

**Annual Salary:** \$71,000 to \$78,000 per Annum

**Office and Duty Location:** Office of the Chief Financial Officer  
Office of Financial and Accounting  
National Service Trust Operations  
Washington, DC

**Announcement Open to:** Current Corporation Employees on Permanent  
(General) Appointments Only

**Relocation:** Relocation expenses will not be paid.

**Position Information:** Full-time, General Appointment

### Duties and Responsibilities:

The Team Leader oversees and coordinates the work of other Trust Officers in the unit and provides training, guidance and technical assistance on all aspects of the work. Such guidance includes demonstrating customer support to colleagues, universities and lending institutions, grantee programs, program offices, state offices, and commissions on compliance with and use of education awards in keeping with federal regulations. In addition, the Team Leader ensures that documents and electronic funds transfers submitted for payment are accurate and in compliance with procedures, and oversees and coordinates responses to internal and external auditors.

### QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience (paid, unpaid, or volunteer work) comparable in scope and responsibility to work at the lower level of the NY-03 pay band. Specialized experience is that which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized

experience include: **1)** technical competence in all Trust Operations activities; **2)** providing training, guidance and technical assistance to colleagues; **3)** providing guidance and advice on significant problem areas as well as coordinating and negotiating the resolution of these problems.

**PLEASE NOTE:** Qualifying experience must be clearly documented in your resume.

### **JOB SPECIFIC NARRATIVES**

**(Please limit your responses to 500 words or less per narrative)**

*All responses should be behavioral based, utilizing the STAR (Situation, Task, Action, and Result) methodology.*

- Describe your experience with providing training (on the job or formal) to colleagues.
- Describe your ability to handle conflicts
- An effective leader will gain the knowledge of his/her team members' strengths and weaknesses. Describe actions that you would take to motivate and involve team members.

### **BASIS OF RATING**

Your rating will be evaluated based on your resume and responses to the Job Specific Narrative identified above. We will place you in one of three categories described below:

- 1 - Qualified Category = Meets the minimum qualifications as described in the Minimum Qualification Requirements section of this announcement.
- 2 - Well Qualified Category = Meets the Minimum Qualification Requirements and demonstrates proficiency in specific job specific narrative based upon a panel review by subject-matter experts.
- 3 - Best Qualified Category = Meets the Minimum Qualification requirements and excels on specific job specific narrative based upon a panel review by subject-matter experts.

### **HOW TO APPLY**

Completed applications **must be received** by 11:59 p.m. August 25, 2015. Applications and all supporting documents should be sent to: Corporation for National Community Service, Office of Human Capital, 1201 New York Avenue, NW, attn: Loretta Asafiev, Room 10711B, Washington, DC 20525 or email to: [lasafiev@cns.gov](mailto:lasafiev@cns.gov). For additional information regarding this position, please email [lasafiev@cns.gov](mailto:lasafiev@cns.gov) or call 202-606-6748.

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking, if appropriate. Incomplete applications will not be considered. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the final outcome.

## **AFFIRMATIVE RECRUITMENT**

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

## **REASONABLE ACCOMMODATION**

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 Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

## **PRIVACY ACT STATEMENT**

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.