General Position Information

**Job Title:** 12185 - Executive Support Assistant, DNI/NCTC - GS-14

**Salary Range:** $102,663 - $157,709

**Vacancy Open Period:** 10/15/2020 – 10/30/2020

**Position Type:** Cadre, Detiallee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/NCTC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant’s personal expense.

**Position Information**

**This is an opportunity for:**

- An internal candidate to fill a GS-14 cadre position.

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

**Who May Apply**

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.

- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply).
Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs):

- Perform a comprehensive range of direct executive office support for the Director of the National Counterterrorism Center, a Presidential Appointee (Senate Confirmed) Senior Executive and others as requested, by initiating, assisting and managing a variety of complex office support functions involving contact with officials at the most senior levels of Government.
- Plan and manage senior executives’ calendars and evaluate email and correspondence to determine and prioritize action items and coordinate responses within established deadlines.
- Compile and evaluate information from staff meetings and weekly reports and determine required actions; task actions to appropriate officers; plan, develop, and maintain a system to generate reminders for completion deadlines.
- Review all correspondence/assessments/packages for content, accuracy, and completeness by ensuring information, background, and references are complete and editing for appropriate format, grammar, and spelling.
- Serve as primary liaison and facilitate effective communications between the designated senior executive and other senior executives, management, and staff, both internal and external to ODNI.
- Plan and manage workflow of issues by continuously adapting schedules based on accurate assessments of criticality, sensitivity, and confidentiality.
- Effectively plan and resolve complex administrative problems by scheduling, and when necessary rescheduling, planned meetings, identifying appropriate contacts, administering databases and files, and finding new information sources.
Plan and effectively coordinate senior-level visits and high-level events and meetings, ensuring arrangements of security clearances, VIP parking, and building access, and researching and preparing background information on attendees, and planning and developing meeting agendas.

Plan and arrange sensitive domestic and foreign travel documents and plan, prepare, and coordinate schedules, itineraries, passport/visa requests, lodging, and travel accounting; plan and support the transportation of material and people.

Plan, collaborate, and coordinate with Front Office administrative team to ensure for seamless workflow for Front Office's senior executives and senior managers.

**Mandatory and Educational Requirements:**

- Extensive knowledge of the ODNI, IC, Congress, and the overall national security apparatus, as well as ODNI and IC standards for correspondence, administrative regulations, policies, entitlements, allowances, and unique authorities.
- Extensive knowledge and skill in the application of office support computer applications for word processing, spreadsheets, presentations, administrative applications (travel/accounting/etc.), e-mail, calendars, and database storage/retrieval.
- Extensive knowledge and skill in English grammar, spelling, punctuation, and proofreading, as well as oral and written communication skills sufficient to compose and deliver responses to customers.
- Extensive knowledge of office management and administrative functions involving logistics, facilities, travel, security and HR procedures and systems.
- Extensive knowledge of organizational protocol policies and procedures and of quality assurance procedures to ensure data integrity and timeliness; extensive knowledge of filing and records management systems and practices.
- Demonstrated interpersonal, organizational, and problem-solving skills, including the demonstrated ability to develop working relationships and networks with internal and external managers and staff.
- Demonstrated analytical and critical thinking skills, including demonstrated ability to interpret complex information from multiple sources.
- Demonstrated ability to manage competing priorities while maintaining a high level of attention to detail; demonstrated ability to work effectively with ODNI’s leaders in a highly active, fast-paced, and demanding organization.

**Desired Requirements:**

**Key Requirements and How to Apply:**

**Internal ODNI Candidates:**

A complete application package must include:
a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both wheelke@dni.ic.gov (KenW.) and harrmaa@dni.ic.gov (MarthaH.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/T//NOFORN level.

**Current Federal Employees Applying for a Detail Assignment:**

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, “Notification of Personnel Action” to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.

f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
WHERE TO SUBMIT: Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_C_WMA@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both wheeke@dni.ic.gov (KenW) and harrmaa@dni.ic.gov (MarthaH) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis.

PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.