

If you are interested in applying for a posted position, you must submit your current resume; if you are already a Johnson Controls employee you must also submit a Job Bid Form located at <http://jci-llnl> under forms (at top of page). They can be faxed to: 925-960-0371, e-mailed to: [jcresume@llnl.gov](mailto:jcresume@llnl.gov) or mailed to Resume,7000 East Avenue,L-505, Livermore, CA 94550. Johnson Controls will contact you if your skills match that of the position.

Req. #	Current Clearance Reqd.	Job Title/ Duration	Dept./ Recruiter	Description/Status	Pay Rate
R04-138	<input type="checkbox"/>	Secretary IV	BBRP/JGI	<p>This position is located at the Joint Genome Institute in Walnut Creek.</p> <p><b>NATURE AND SCOPE OF JOB:</b> The Biology and Biotechnology Research Program has an opening for a Secretary IV to support the Biology and Scientific Support Department within the Joint Genome Institute (JGI). Will work under minimal supervision to perform a combination of complex and difficult administrative and secretarial duties. Assignments typically have conflicting priorities requiring a high degree of flexibility, discretion, diplomacy and mature judgment in handling sensitive and complex issues. Frequent interactions with all levels of management, internal and external.</p> <p><b>ESSENTIAL DUTIES:</b>                      *Support the Biology and Scientific Support Department in day-to-day issues including gathering, clarifying and disseminating information internal and external to the JGI.                      *Provide advanced administrative support for meetings and workshops; plan, organize and coordinate Jamborees, research seminars and other conferences and visits involving high-level internal and external contacts; arrange clearances, badging, meeting rooms, and hospitality; prepare agendas and disseminate information.                      *Coordinate travel arrangements including travel authorizations, airline tickets, hotel reservations, car rentals, etc. Prepare foreign, domestic and local travel forms in accordance with LLNL and LBNL travel policies and procedures                      *Prepare foreign trip reports. Troubleshoot and resolve travel related issues and problems as needed.                      *Manage complex calendars determining scheduling priorities, committing and managing time of JGI scientists.                      *Prepare materials for the JGI/Genomics Division scientific research staff's presentations, including slides and viewgraphs, using various software applications.                      *Proofread and edit administrative and scientific documents for clarity, grammar, spelling and punctuation.                      *Participate in organizing office and administrative processes and procedures; maintain files and perform other duties as required.                      *Arrange applicant interviews; assist with coordinating and compiling hire packages; assist with personnel documentation and processes</p> <p><b>ESSENTIAL SKILLS, KNOWLEDGE AND ABILITIES:</b>                      *Advanced secretarial and administrative experience.                      *Advanced verbal and written communication and interpersonal skills necessary to use tact, diplomacy and discretion when dealing with sensitive issues and work in a diverse environment.                      *Effectively work with peers and all levels of management, both internal and external to the laboratory.                      *Demonstrated organizational skills, be detail-oriented, and capable of handling multiple, complex tasks with frequent interruptions and changing priorities, attention to detail, accuracy and follow-through.                      *Must be self-motivated and exercise a high degree of discretion, mature judgment and tact in handling sensitive information.                      *Experience performing in a fast-paced team atmosphere, as well as independently, under limited supervision and with minimal task definition. .Problem-solving skills and analytical ability.                      *Proficiency with PC and associated software, including word processing, email, spreadsheet programs and computer graphics.</p>	\$24.72/hr
		6 months-2 years	Bela Cavaleiro	<b>Status:</b> Interviewing; Accepting Resumes	

Req. #	Current Clearance Req.	Job Title/ Duration	Dept./ Recruiter	Description/Status	Pay Rate
R04-153	<input type="checkbox"/>	Secretary IV	BBRP/JGI	This position is located at the Joint Genome Institute in Walnut Creek	\$24.72/hr

**NATURE AND SCOPE:**

The Joint Genome Institute has an opening for an Administrative Specialist IV. Under minimal supervision, the incumbent will provide a full range of advanced and complex administrative/secretarial duties to support the JGI's Operations Department (35+ FTE), including the Operations Manager. The incumbent will be responsible for independently coordinating and implementing a wide range of complex administrative activities interpreting policy, formulating recommendations and establishing procedures. Projects are often sensitive, confidential, and/or time critical. The incumbent will need to gather and disseminate information to various parties, which may have production implications. Will provide continual analysis of emerging work demands for the Operations Group, and prepare systems and solutions as necessary. Interact with senior JGI management, Laboratory management, Department of Energy (DOE) Headquarters, and high-level officials in government and other external organizations. Reports to the Operations Administrator.

**ESSENTIAL DUTIES:**

Represent the Operations Group in day-to-day administrative matters, act as point of contact, and resolve issues as appropriate during manager absence.

Independently develop procedures and resources to meet administrative needs of the Operations Manager. Provide continual analysis of emerging work demands and propose systems and solutions as necessary. Establish protocols and develop standards and procedures to assure efficiency and continuity in daily office operations.

Review, research, facilitate, or resolve pending administrative issues. Research and interpret administrative policy and procedure and convey information about changes to appropriate members of the Operations group.

Arrange applicant interviews; assist with coordinating and compiling hire packages; handle SUI and assist with personnel documentation and processes.

Screen correspondence and determine appropriate disposition. Compose, draft, edit and prepare responses on all matters, including sensitive or in strict confidence items as appropriate.

Prepare complex administrative and technical reports and presentations using appropriate computer applications. Prepare reports in response to Laboratory or external requirements.

Track and assist in ensuring timely completion of various action items, including response to JGI, DOE or Laboratory management directives.

Create and maintain filing systems to facilitate retrieval of essential materials. Create and maintain resource and working files relating to scientific projects, laboratory and DOE activities and other administrative topics.

Develop and maintain computerized information systems to track information and generate reports as required. Assess inquiries and requests, and respond to ensure appropriate action.

Maintain complex calendar; schedule individual appointments and committee meetings with attention to competing priorities; provide reminders and materials required for meetings and appointments. Develop agendas for a variety of meetings, record and maintain minutes.

Independently coordinate complex logistics of reviews, tele-conferences, and other senior-level meetings that may include attendees from other academic institutions, and governmental agencies.

Make complex travel arrangements and follow up with travel vouchers. Arrangements require a high level of detail.

Provide information, direction and/or training as necessary to other administrative staff.

**ESSENTIAL SKILLS:**

Advanced administrative experience working as an executive assistant or Division assistant.

Experience working independently to carry out the responsibilities of the position.

Advanced organizational skills sufficient to independently establish priorities and use sound judgment to carry out multiple assignments in a timely manner.

Extensive experience interacting diplomatically with the public in a high-volume setting, and establishing and maintaining cooperative working relationships with a wide range of individuals.

Experience working effectively in a team environment and show discretion in handling sensitive situations.

Advanced skill in writing communications and administrative reports that are concise, logical, and grammatically correct; experience in editing the work of others.

Experience communicating and disseminating information flow to various appropriate audiences.

Advanced level proficiency on PC, including substantial experience designing databases and developing spreadsheets to track, retrieve and compile data; and experience producing graphics, charts and presentation materials.

Experience coordinating complex travel arrangements.

Experience in an office with multiple tasking, necessitating flexibility and solution of conflicting and changing priorities.

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		6 months -2 years	Bela Cavaleiro	<p>Demonstrated experience working in a team environment as well as independently.</p> <p><b>Status:</b> Accepting Resumes</p>	

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R04-163	<input checked="" type="checkbox"/>	Secretary III-IV	Engineering/ADO	<p>The Engineering Associate Director's Office (ADO) has an opening in the Directorate Administrative Floater Pool. As a member of the Floater Pool, the selected candidate will routinely move through all of the Engineering Divisions, Directorate and Department Offices to fill vacancies as the need arises. Under general supervision, perform a full range of general secretarial and administrative duties with conflicting priorities, following standard policies and procedures. Solve problems of moderate scope and complexity. Interactions are within work unit, with middle level management, and may include external contacts. IN ADDITION, AT SECRETARY IV LEVEL – Under limited supervision, perform a full range of moderately difficult secretarial and task-oriented functions with multiple components with conflicting priorities, following standard policies and procedures and interpret established policies and procedures. Interactions include high level management and may include external contacts. This position reports to the Engineering Associate Directorate Office Manager</p> <p><b>Essential Duties</b>  Represent unit personnel in daily routine matters.  Schedule appointments and maintain calendars.  Screen telephone calls, answer routine inquiries, make referrals.  Gather compile data, and prepare reports and presentations.  Compose correspondence for signature.  Arrange domestic and foreign travel, including clearances; process conference and training requests.  Maintain databases, spreadsheets and tracking systems.  Establish and maintain files.  Provide information about organizational policies and procedures.  Review and prioritize mail, determine distribution, respond to routine correspondence.  Run errands to deliver time-sensitive documents to various areas throughout the Laboratory.  Provide support for the time keeping process.</p> <p><b>IN ADDITION, AT THE SECRETARY IV LEVEL</b>  Gather information from various sources, compile data, and prepare complex reports and presentations.  Maintain complex calendars and independently set priorities when scheduling and committing appointments.  Independently compose correspondence for management signature.  Organize and coordinate meetings, reviews, small conferences and visits involving internal and external contacts. To include arranging clearances, badging, meeting rooms and hospitality; prepare agendas and disseminate information.  Establish complex databases, spreadsheets, and tracking systems.  Serve as a resource regarding organizational policies and procedures.  Independently answer routine inquiries.  Coordinate the time keeping process.  Represent management in daily routine matters.</p> <p><b>Marginal Duties</b>  Perform and coordinate special assignments and projects as required.  Handle classified material as required.  Ability to work occasional overtime.  Demonstrated secretarial and administrative experience and skills, including accurate keyboarding, editing, grammar and proofreading skills.  Basic to intermediate computer and related software skills (MS Word, Excel, Power Point).  Demonstrated ability to set and manage priorities.  Demonstrated effective communication and interpersonal skills.  Experience working under general supervision in an environment with changing deadlines, instructions, priorities, frequent interruptions and short deadlines.  Experience working in a team environment, as well as independently.</p> <p><b>IN ADDITION, AT THE SECRETARY IV LEVEL</b>  Intermediate to advanced secretarial and administrative experience and skills, including accurate keyboarding, editing, grammar and proofreading skills.  Intermediate to advanced computer and related software skills (MS Word, Excel, Power Point).  Demonstrated effective organizational skills including the coordination of multiple activities and ability to independently determine and set priorities and goals with limited task definition.  Experience working under limited supervision in an environment with changing deadlines, instructions, priorities, frequent interruptions and</p>	Negotiable

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				<p>short deadlines. Experience tracking, compiling and monitoring data and results. Flexible and discreet in handling sensitive and moderately complex issues.</p> <p>Desired Skills, Knowledge, and Abilities Knowledge of LLNL policies and procedures. Knowledge of procedures handling classified information.</p> <p>Security Anticipated clearance level: Q-clearance required at time of hire.</p>	
		More than 2 years	Shelia Janice	<b>Status:</b> Accepting Resumes	
R04-185	<input checked="" type="checkbox"/>	Secretary IV	NAI/R Division	PLEASE NOTE: FOR INTERNAL EMPLOYEES ONLY	24.72/hr
				<p>Nature &amp; Scope:</p> <p>An opening exists for a Secretary IV to provide support to the R Division Bio-watch Program. Under minimal Supervision, perform a combination of complex and difficult administrative and secretarial duties, typically coordinating activities with multiple components, within standard policies and procedures. Solve complex problems develop and implement new techniques and procedures, and interpret policy, formulate recommendations and establish procedures. Position requires frequent interactions with all levels of management, internal and external to the Laboratory. Assignments typically have conflicting priorities requiring a high degree of flexibility, discretion, diplomacy, and mature judgment in handling sensitive and complex issues. Reports to the R. Division Administrator.</p> <p>Essential Duties: Represent management in daily matters to gather, clarify and disseminate information and coordinate activities Manage complex calendar, which includes independently determining scheduling priorities Manage multiple and conflicting priorities Generate correspondence on own initiative and compose correspondence for management's signature Coordinate, select and compile data from multiple sources for major complex reports and presentations Screen telephone calls, answer inquiries, make referrals, follow through on requests Review and prioritize mail, determine actions required and follow up on them, and respond to inquires on own initiative Plan, organize and coordinate complex conferences and meetings Arrange complex travel and itineraries Establish and maintain complex databases, spreadsheets and tracking systems Originate, establish and maintain complex filing system Pick up and deliver FEDEX packages when required</p> <p>Essential Skills, Knowledge and Abilities: Advanced secretarial and administrative experience, including accurate keyboarding, editing, grammar and proof reading skills Advanced communication and interpersonal skills necessary to use tact, diplomacy, and discretion when dealing with sensitive issues ar work in a diverse environment Advanced organizational skills, attention to detail, accuracy, and follow through Demonstrated capability handling multiple, highly complex tasks with changing priorities Advanced computer skills utilizing various associated software packages ( word processing, graphics, and databases) Experience functioning effectively as a team member as well as independently Experience working under minimal Supervision</p>	
		6 months-2 years	Bela Cavaleiro	<b>Status:</b> Internal Only; Accepting Resumes	