Narrative Statement Supplemental Form

General Service Office (GSO) Assistant, FSN-06(T)

Name:
Date:
INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

Qualification requirements	***My qualifications and how they meet the vacancy announcement requirements.***
Education:	
Completion of high school is required.	
Experience:	
Two years of progressively responsible secretarial, administrative or clerical experience is required.	
Language Proficiency:	
Level III (good working knowledge) in written and spoken English and level IV (fluency) in written and spoken Russian and/or Tajik is required.	
Skills and Abilities:	
Must be able to work under pressure, juggling a variety of urgent tasks. Must be flexible and able to deal tactfully with a variety of people and their demands. Must be able to understand and reconcile complex regulations to create local SOPs and informational memos. Level III typing ability.	