



BONNEVILLE POWER ADMINISTRATION
DETAIL OPPORTUNITY
INTEREST ANNOUNCEMENT FY26-LS-024

Executive Assistant

For Classified position J08680-0301-11

Pay Range: \$ 80,465 - 104,610

Full-time, (40 hours), and expected duration 120-day

Number of Vacancies: 1

OPENS: 2/9/2026

CLOSES: 2/18/2026

POSITION LOCATION: *Legal Support, LS-7, Portland, Oregon*

WHO MAY APPLY: Bonneville Power Administration employees currently at *GS-11 level* are encouraged to apply.

NOTES: Selection from this announcement is subject to the requirements of applicable personnel regulations, policies, and BPA HR Directives. There is no promotion associated with this interest announcement (i.e., employee will retain their current rate of pay)

- When an employee already holds the same grade or higher as the position of interest on a permanent basis, then the detail may be made for a period up to one year, in 120-day increments. When appropriate, details may be extended for an additional year, in 120-day increments.
- When an employee holds a lower graded position or is in a position with lower-graded promotion potential than the position of interest, he/she is prohibited from serving in a higher-graded position for more than 120-days in a 52-week period.
- The employee will be returned to his/her permanent position of record (i.e., position prior to detail) upon completion of the detail opportunity.

(Also include any additional information, such as travel required, expectation of which organization carries FTE, etc.)

GENERAL INFORMATION: The incumbent will report to the *Supervisory Legal Administrative Specialist*.

The purpose of this position is to serve as an executive assistant in the Office of General Counsel which includes approximately 54 attorneys and staff. The position serves as a point of contact for internal and external customer service and is responsible for the receipt and review of incoming tasks, projects, correspondence and other communications and materials

MAJOR DUTIES:

Completes a broad range of administrative tasks including maintaining the day-to-day and long range calendars of (4) Assistant General Counsels (GS15 level Executives); receives and reviews incoming mail, receives office visitors, designated POC for Transmittals for CEO and Administrator Action (TAC), Workday Talent Partner, lead timekeeper; performs inventory of office supplies, office automation (attend meetings, takes minutes/notes), maintains records, generates correspondence, coordinates all official travel for OGC staff (Concur booking, vouchers, liaison with travel office as needed), P-Card Holder.

SPECIAL SKILLS AND ABILITIES:

Travel experience preferred

Incumbent prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often within deadline pressures.

HOW TO APPLY: Complete a brief memorandum of interest giving a description of your relevant experience and reasons for applying for this detail. Submit your memorandum, along with the completed supervisory acknowledgment statement below by close of business on 02/18/2026 to: eddye@bpa.gov. Do NOT submit a resume.

SUPERVISOR'S ACKNOWLEDGEMENT

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I acknowledge that _____ has requested consideration for this position. I understand this assignment is a detail (*not to exceed or duration, part-time or full-time*).

I am willing to consider approving the detail and understand the (*salary and/or FTE*) for the duration of the detail will be funded by LS.

Supervisor's Signature _____ Date: _____

Supervisor's Title: _____ Routing: _____