

US NAF Part-Time Position

OPERATIONS CLERK



\$12.90 - \$16.76 per hour

Location: Child & Youth Program (CYP)

Official Position Title: CYP Operations Clerk, NF-0303-02
Announcement #: NUS-20-019
Opening Date: 02 November 2020
Closing Date: Open Until Filled
1st Cut-Off Date: 16 November 2020

Department of the Navy
Morale, Welfare and Recreation Department
Sigonella, NAS I Bldg. 157
Phone: COM 095-56-0522 DSN 624-0522

Notes:

1. This is a regular part-time position (20-34 hours per week).
2. Selected candidate will be required to pass a physical examination and satisfactorily complete a background investigation (NACI) as conditions of employment.
3. Candidates must be in possession of Official U.S. Passport (containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's Permanent Change of Station (PCS) Orders, including page 2, or Command-sponsorship authorization, and sojourner's permit/application letter.
4. Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee of Immunization Practices (ACIP), which includes the influenza vaccine.
5. Position may require occasional driving. **Please attach a copy of a valid U.S. driver's license to your application.**
6. Incumbent must be able to complete all mandatory training requirements within the specified timeframes.
7. Age requirement: Applicants must be at least 18 years old.

How to Apply

Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment.

Veterans must submit copy of DD-214 (and SF-15 if claiming 10-point preference).

Please make sure your résumé contains all the required information listed on the reverse page of this announcement.

Area of Consideration: **U.S. citizens** in the commuting area who are authorized sponsors or command-sponsored dependents of civilian and military personnel.

Description of Duties: Serves as a contact point for information and performs clerical and administrative tasks in support of the Child and Youth Program. Prepares and maintains office files, records, reports, correspondence, and statistical and financial data. Ensures child registration and enrollment paperwork is complete and current. Ensures that all US Department of Agriculture (USDA) Food Program records are accurate, up-to-date and readily available. Provides front desk coverage and logs children in and out of the facility. Informs and answers questions regarding programs and services, patron financial obligations, waiting lists, events, policies and procedures. Takes telephone calls and responds to inquiries. Collects fees and charges and records payments.

Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures. Responsible for monitoring all supplies and resources. Serves as a mandatory reporter to Family Advocacy and Child Protective Services in case of suspected incidences of child abuse and neglect. Performs other related duties as assigned.

Qualification Requirements

One year of general experience or two years of education above high school.

General experience: Progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.

YOU MUST ATTACH copies of transcripts, certificates or other acceptable evidence to your application to receive credit for education.

To determine order of referral, qualified candidates will be evaluated in conjunction with the following Knowledge, Skills and Abilities (K.S.A.):

1. Possession of a high-school diploma or equivalent (selective factor).
2. Knowledge of administrative support functions.
3. Knowledge of general office automation software, practices and procedures.
4. Knowledge of military Child & Youth and USDA Food programs.
5. Ability to maintain a computerized database.
6. Ability to maintain accurate reports, records and military style documents.
7. Skill in cash handling.
8. Ability to communicate effectively in English, both verbally and in writing.

The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.

Non-Appropriated Fund (NAF) Human Resources (HR) Office
U.S. Naval Air Station Sigonella (NAS I) Bldg. 157
Phone numbers: Com. 095-56-0522 DSN 624-0522

INSTRUCTIONS FOR U.S. APPLICANTS

- **Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from**
https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nas_sigonella/about/jobs/mwr_jobs.html
It is your responsibility to submit a complete application form. Incomplete or incorrect information may affect the status of your application.
- If you wish to use education as a substitution for experience submit a copy of your transcripts.
- Résumé and supporting documents must be received by close of business on the closing date of the announcement. Applications and supporting documents will not be returned.
- Two relatives may not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a regular full-time or a regular part-time position.
- Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.

INFORMATION REQUIRED ON RÉSUMÉ

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address (with 9-digit zip code), phone numbers and e-mail address
- Country of citizenship
- Date of Birth
- Veterans' preference (Attach DD-214)
- High school (name, city and state, zip code) and date of diploma or GED
- Colleges and universities (name, city and state). Type the date of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Scheduled rotation date

GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:

- Job title (include series/grade if Federal)
- Detailed description of duties
- Employer's name and address
- Starting/ending dates and hours per week

You can submit your application forms to the NAF HR Office, to mwrjobs_sigonella@eu.navy.mil, or you can deposit it in the NAF HR (MWR & NGIS) box near the Pass & ID window at the NAS I gate. It is the applicant's responsibility to verify that documents are received.

For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or on Thursdays from 1300 to 1530.

Revised Sept 2019