

US NAF Full Time Position



OPERATIONS CLERK

\$11.75 - \$15.27 per hour (plus Post Allowance)

Location: Child & Youth Program (CYP)

Official Position Title: CYP Operations Clerk, NF-0303-02
Announcement #: NUS-13-018
Opening Date: 22 August 2013
Closing Date: Open Until Filled
1st Cut-Off Date: 29 August 2013 (Subsequent cut-off dates: every 5 working days)

Department of the Navy
Morale, Welfare and Recreation Department
U.S. Naval Air Station Sigonella, NAS I
FPO AE 09627 BLDG. 202
Phone: COM 095-56-0509 DSN 624-0509

Notes:

1. This is a regular full-time position.
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 and 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, and policies and procedures. Takes telephone calls and responds to inquiries. Collects fees and charges and

records payment in accordance with proper procedures. Notifies supervisor of all delinquent 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. Ability to maintain a computerized database.
5. Ability to maintain accurate reports, records and military style documents.
6. Skill in cash handling.
7. 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.