

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO. 12-160**

**POSITION TITLE: CHILD & YOUTH PROGRAM OPERATIONS CLERK,  
NF-0303-02**

**SALARY: \$8.71 - \$17.97 hourly salary**

**EMPLOYMENT CATEGORY: Regular Full Time (40) hours per week**

**LOCATION: COMMANDER, NAVY REGION EUROPE, FLEET & FAMILY  
READINESS PROGRAM, CHILD AND YOUTH PROGRAM,  
BAHRAIN**

**AREA OF CONSIDERATION: Local commuting area, current permanent U.S.  
Citizen NAF/APPR employees; U.S. citizen spouses of active duty military members;  
U.S. citizen family members of active duty military members.**

**OPENING DATE: 28 August 2012**  
**FIRST CUT OFF DATE: 11 September 2012**  
**CLOSING DATE: Open until filled**

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The purpose of this CY Program Operations Clerk is to serve as a contact point for information and perform clerical and administrative tasks in support of the CYP, Which includes Child Development Centers (CDCs), Child Development Homes (CDH), School Age Care (SAC) programs (YP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program..

**MAJOR DUTIES AND RESPONSIBILITIES:**

Performs a combination of duties related to one or more components of the CYP. Duties are related to records keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies. Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA). Ensures child registration and enrollment paperwork is complete and current. Ensures that all USDA food program records are accurate, up-to-date and readily available. Provides required information to requesting agencies that include but are not limited to, Family Advocacy, Naval Investigative services, Environment, Safety and fire Personnel, and USDA. Conducts research or records and follows up in order to resolve discrepancies and problems. Notifies supervisor of any discrepancies and informs supervisor of any issues/ problems that cannot be resolved.

**Qualification Requirements:**

Knowledge, skills and abilities requires by the position:

High school graduate or equivalent AND 2 years of administrative experience.

1. Knowledge of administrative support functions and general office automation software, practices and procedures in order to accomplish various work assignments.
2. Ability to maintain accurate reports and records and military style documents.
3. Ability to maintain a computerized database. Working knowledge of computer keyboard and Child and Youth Management System (CYMS) or equivalent database system.
4. Ability to favorably pass a pre-employment physical and be able to lift up to 40 pounds.
5. Ability to satisfactorily complete local background checks to include a National Agency check.
6. Ability to effectively communicate and follow directions verbally and in writing in English.
7. Experience with cash handling required.

**To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.**

**HOW TO APPLY:** Applicants must submit their resume OR, an [OF-612 \(Optional Application for Federal Employment\)](#) with a copy of a PAR/SF-50 showing current or previous job title and grade, along with any supporting documentation, [Preference Entitlement Survey](#) . A signed copy of the [Military Spousal Preference Form](#) if applicable. A copy of your sponsor's PCS orders plus certification of an official U.S. government no fee passport or type of passport you possess, for receipt by the cutoff date. The applications may be faxed to 011-39-081-568-8014 or emailed to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil). Any questions should be directed to Filomena De Stefano 011-39-081-568-5612.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

The Department of 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.

The department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail them to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) to ensure that the department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.