Revised March 2015	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT			
	Announcement No.	**VA-02-16BA**	**Number of Vacancies**	1
	Position Title	**SECRETARY, GS-0318-04**		
	Opening Date	**01 DECEMBER 2015**	**Closing Date**	**09 DECEMBER 2015**
	Salary Range (DOLLAR)	$25,011-$32,517 Per annum	**Work Schedule**	FULL TIME PERMANENT
	Job Location	U.S. NATIONAL SUPPORT ELEMENT, VALENCIA, SPAIN		

How To Apply	Please read **Instructions For U.S. Citizen Local Announcements** located at http://www.cnic.navy.mil/rota. Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to rotahro@eu.navy.mil. Emails containing application/attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.
Who May Apply	U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those domiciled in the Valencia, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel who meet one or more of the following conditions: (a) Applicants with career/conditional status, (b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6), (c) Veterans Recruitment Authority (VRA) (d) Veterans Employment Opportunities Act (VEOA) Referral of qualified candidates will be based on respective hiring authorities for which eligible. **NOTE**: (1) Family members who have less than 6 months remaining in an area are not entitled to family member preference when a position is filled without time limitation. (2) The **NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States** are applicable when determining eligibility. If you have resided in Spain more than ninety (90) days, as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities. **ORDINARILY RESIDENT: Applicants determined to be "ordinarily resident" in Spain cannot be appointed to positions designated for U.S. occupancy.** (3) **TOURIST**: Spanish law defines tourists as "Foreigners who have entered Spain with proper documentation, for the purpose of touring, recreation, non-professional sporting, health-care, attend family matters, pilgrimage, or short term studies, and who may stay in Spanish territory **without executing any professional or labor activity** whatsoever, for a period of three months or for the duration granted in the Visa. (COMNAVACTSPAININST 1900.1F)
About the Job	The incumbent of the position resolves problems associated with the administrative and clerical work of the office and performs office automation work including: receives telephone calls and greets multinational visitors, directs callers to appropriate staff; takes care of routine matters and questions; keeps supervisor's calendar, schedules appointments and meetings in accordance with instructions; receives requests for information concerning the organization's programs; advises when routine material can be furnished, and prepares it or follows up; concerning the purpose of meetings, makes arrangements, including space, time and/or contacting people in accordance with instructions receives and reads incoming correspondence and reports, screens material prior to distribution; drafts replies to general inquires not requiring technical knowledge; reviews outgoing correspondence (signatures, dates, addresses, procedural and grammatical accuracy); maintains suspense records on all correspondence and action documents and follows up to ensure timely reply or action; prepares in final form, all types of documentation and forms; prepares travel requests; uses desktop computer with a variety of software to produce a variety of documents for the office staff.
OPM Qualification Requirements	**http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/secretary-series-0318/ AND http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards** **BASIC REQUIREMENTS:** - **EDUCATION AND TRAINING:** Two (2) years above high school **(include transcripts). OR** - **GENERAL EXPERIENCE**: One (1) year of progressively responsible clerical, office, or other work that indicates ability to acquire the skills needed to perform the duties of the position to be filled. **OR** - **COMBINATION OF EDUCATION AND EXPERIENCE:** Have a combination of experience and education as described above which, when combined, is equivalent to 100% of the qualification requirement.
Pertinent Information	1. Selectee is required to participate in the Department of Defense direct deposit of pay program. 2. Incumbent will be required to successfully complete a background investigation. 3. Selectee may be required to successfully complete a probationary period. 4. Spanish language proficiency is highly desired.
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, **Monday through Friday, 0800-1600,** at least **7 business days** after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.
	THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HIRING AUTHORITIES:

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of members of the U.S. Armed Forces or dependents of a U.S. Civilian employee of a U.S. Government Agency. The family member appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area of the separation of the appointee's sponsor.
REINSTATEMENT: Applicants with personal competitive status may be reinstated to a career/career-conditional appointment.
VETERANS RECRUITMENT APPOINTMENT: Disabled veterans; veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which they received an authorized campaign/expedition badge/medal; veterans who while serving on active duty is the Armed Forces participated in a U.S. military operations for which they received an Armed Forces Service Medal; and recently separated veterans from active service under honorable conditions within the last three years.
VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA): Veterans must be a preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (https://usajobs.gov) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: http://www.cnic.navy.mil/rota.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:

1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.

   Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).
2. Applicant Questionnaire "Revised Nov 2014 – CNRE HRO ROTA" **(Mandatory, submit 2 of 2 pages).**
3. Sponsors PCS orders – Navy orders MUST include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent **(Mandatory)**
4. College Transcripts (**if qualifying on basis of education)** from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action (**SF-50**) **(if claiming federal status)**
6. DD-214 Record of Discharge, Member-4 copy or current Statement of Service dated w/in 120 days from separation **(if claiming Veteran's Preference)**
7. Copy of all pages of U.S. Passport **(May be required at time of selection)**

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

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Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.