


**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT
HUMAN RESOURCES OFFICE, NAPLES, ITALY
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**

	Announcement No.	LKUDJ0-035045-RD
	Position Title	Financial Technician, Ua-0503-06
	Salary Range	Euro 2,136.18 – E 2,345.52 per month plus applicable allowances
	Closing Date	03 September 2021
	Work Schedule	Part-Time Permanent
	Job Location	Defense Commissary Agency DECA, Front End Department, Gricignano D'Aversa, Naples
	Notes	<p>The application form has been revised as of 11 February 2021, and any prior version will not be considered. Candidates must electronically submit a revised application form via e-mail to: HRO_NAPLES-LN_JOBS@eu.navy.mil.</p> <ol style="list-style-type: none"> 1. Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application. 2. In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk). 3. Selectee may be required to favorably pass a pre-employment medical suitability examination as a condition of employment. 4. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in ENGLISH. 5. Selectee will be subject to uncommon tours of duty. 6. Selectee may occasionally be required to make daily deposits for the store. 7. Salary shown is based on a full time work schedule. Compensation and benefits will be proportionate to the number of hours worked.
Who May Apply	Current permanent and temporary local national employees of Defense Commissary Agency (DECA), UIC: LKUDJ0.	
Description of Duties	<p>The incumbent works as a Financial Technician in the Front End Department of the commissary. Responsible for performing the full range of basic cash processing procedures and computations; prepares change orders; issues daily change funds to the cash register operations; receives and verifies sales receipts and monies collected from sales store checkers; sorts monies by denomination, verifies amounts, and annotates cashiers' cash receipts. Determines and maintains records of overages and shortages; prepares deposit slips; prepares cash drawers daily; processes manufacturer's coupons; opens and closes safe and accounts for all money by balancing and verifying the count for accuracy. When discrepancies occur, determines where the problem is, initiates, and implements procedures to correct the discrepancy. Performs Sales Store Checker duties operating a multi-departmental electronic cash register scanning system. Collects cash and checks for sales, assists patrons regarding prices and location of merchandise, and on occasion may bag groceries. May be required to assist and/or make deposit runs to the bank. Good mathematical ability, and working knowledge of DeCA' s cash accounting structure, sales store checking, recurring or standardized transactions are required.</p>	
Qualification Requirements	<p>All eligibility and qualifications must be met by the closing date of this announcement. Please visit https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0500/financial-clerical-and-assistance-series-0503/</p> <p>EXPERIENCE: One (1) year of general experience. General experience is defined as progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.</p> <p style="text-align: center;">OR</p> <p>EDUCATION SUBSTITUTION FOR EXPERIENCE: One (1) year of education above the Italian “Diploma di Maturità” or equivalent.</p> <p>To receive credit, you must fill out the required fields on the “Employment Application” form.</p> <p>HOW YOU WILL BE EVALUATED: In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form.</p>	
Application Status	<p>Status updates will be provided by position at the following website: https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html</p>	
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER		

INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. HRO will NOT accept ‘hard copy’ applications. Submit your application to: HRO_NAPLES-LN_JOBS@eu.navy.mil.

In the **SUBJECT LINE** of the e-mail, indicate **LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk)**.

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from: https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html

The new application form may be downloaded from: https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html

Applications for white-collar positions (Ua) must be completed in English.

Applications for blue-collar positions (Uc) may be completed in Italian or English.

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED “NOT QUALIFIED” BY HRO:

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- **The candidate’s signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and DATE.**

WHO MAY APPLY (AREA OF CONSIDERATION)

- Citizens of a member state of the European Union.
- **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.** Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

QUALIFICATION REQUIREMENTS

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, e.g. expiration dates as applicable, are reported in the appropriate block on the application form.

Work experience: Candidates must describe in **detail**, in their own words, any work experience related to the job vacancy and must specify:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer’s name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

Typing Proficiency: Self-certify your typing proficiency in the appropriate block on the application indicating your typing speed when a “qualified typist (O/A)” certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills may be subject to verification.

Education: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered. Educational documents obtained outside the European Union (EU), with the exception of the U.S.A., must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. Foreign language documents must be officially translated into either the English or Italian language. Graduate College or University level education is education beyond the Italian “Laurea 1 livello” or equivalent.

VERIFICATION OF DOCUMENTS

In case of selection, candidates **MUST** provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

NOTES

- Employment of relatives is restricted in accordance with NAVSUPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- “Local National” refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.