

Revised Mar 2015	<b>DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE NAPLES, ITALY U.S. JOB OPPORTUNITY ANNOUNCEMENT</b>	
	<b>Announcement No.:</b>	EUR15-102612-AG
	<b>Opening Date:</b> 15 May 2015	<b>Closing Date:</b> 28 May 2015
	<b>Position Title, PP-Series-Grade:</b>	Housing Management Assistant, GS-1173-07
	<b>Salary Range:</b>	\$34,662.00 - \$45,057.00
	<b>Work Schedule:</b>	Full-Time, Permanent <b>No. of vacancies:</b> One (1)
	<b>Location:</b>	U.S Naval Support Activity Support Site, Housing Division, (NA), Italy
<b>How to Apply</b>	<p>Please read the Instructions by clicking on the following link, before submitting your application/resume:  <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/NEWPA13.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/NEWPA13.pdf</a>  This link above provides detailed instructions on how to apply for US Local jobs. Applying for jobs is a personal responsibility and applicants need to ensure to submit a complete application package in order to receive proper consideration for employment.</p> <p>Applicants are strongly encouraged to develop their resume in the online resume builder at <a href="http://www.usajobs.gov">http://www.usajobs.gov</a> which allows you to print your completed resume. Utilizing the USAJOBS resume builder will ensure that you are providing important information about your experience, education, military service, etc., and will optimize your consideration for vacancies.</p> <p><b>ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE CLOSING DATE OF THE ANNOUNCEMENT.</b></p>	
<b>Who May Apply (Area of Consideration)</b>	<p>U.S. citizens (except for dual Italian/U.S. citizens) residing in the Naples/Gaeta commuting area who meet the following conditions:  * Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments, (i.e. local military/civilian spouses). See links below for detailed information regarding this eligibility: <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf</a> and <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf</a></p>	
<b>About the Job</b>	<p>The incumbent monitors the assignment of tenants to available quarters and schedules pre-termination, termination, make-ready, and check-in inspections. The incumbent provides information on privately-owned housing availability and maintains eligibility lists and assigns quarters. Receives and processes all applications for assignment to Government Leased Quarters. The incumbent assures that all necessary information is listed and determines the applicant's eligibility for Housing, control date and proper waiting list and provides information to new occupants pertaining to general information concerning quarters, government and occupant responsibility and fire prevention. The incumbent monitors and personally requests assistance of community organizations in response to requests from occupants or from observations in situations requiring their assistance, e.g. law enforcement, animal control, etc. Mediates and resolves routine occupant complaints and disputes. The incumbent conducts follow-up inspections to verify that discrepancies are corrected, and maintains facility history records and occupancy files. Maintains the official files of the command pertaining to assignment utilization and termination of quarters. Performs a variety of housing inspections including maintenance/contract inspections and coordinates necessary maintenance and repair work.</p>	
<b>OPM Qualification Requirements</b>	<p><b><u>BASIC REQUIREMENTS:</u></b>  <b><u>APPLICANTS MUST MEET OPM'S QUALIFICATION STANDARD TO BE MINIMALLY QUALIFIED:</u></b> <a href="http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/housing-management-series-1173/">http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/housing-management-series-1173/</a></p> <p><b><u>IN ADDITION TO THE ABOVE, TO BE CONSIDERED AMONG THE BEST QUALIFIED YOU MUST ALSO HAVE THE FOLLOWING EXPERIENCE:</u></b>  Ex: One (1) year of specialized experience equivalent to at least the GS-06 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.</p> <p><b><u>EDUCATION:</u></b> One (1) full year of graduate level education OR superior academic achievement  <b>Copy of transcripts must be attached to receive credit. Unofficial transcripts are accepted with</b></p>	

	<b><u>the application package, however, official transcripts will be required upon selection.</u></b>
<b>Job Conditions</b>	<ol style="list-style-type: none"> <li>1. <b>Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position, or a Local National position.</b></li> <li>2. Highest Previous Rate (HPR) may be authorized.</li> <li>3. Selectee may be required to serve one (1) year probationary or trial period.</li> <li>4. The Department of the Navy provides Reasonable Accommodation to applicants with <b>disabilities</b>. Applicants who believe they require reasonable accommodation should contact the CNREURAFSWA Human Resources Office (HRO) at DSN 626-5409, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis.</li> <li>5. <b>By applying for this permanent position you will use your military spouse or civilian spouse preference.</b> If you are no longer interested in the position, you may request to withdraw your resume from further consideration. See:  <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf</a>  and/or <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf</a></li> <li>6. Selectee must be eligible to obtain and maintain a <b>Security clearance</b>. Applicants are asked to specify on resume level of Security Clearance currently held.</li> <li>7. Selectee must possess and maintain a valid driver's license.</li> <li>8. This position requires, on a regular basis, frequent on-site travelling to visit projects locations and may require long periods of standing and walking.</li> </ol>
<b>Application Status</b>	<p>For inquiries concerning job application status please call HRO CML (081) 568-5409 or DSN 626-5409, Monday through Friday, 0900-1500, at least <b>15</b> days after the closing date of the announcement, providing the announcement number. Your inquiries will be responded to within 3 business days. Applicants will be notified <b>only</b> if selected. Please contact same number above for any inquiries regarding this vacancy announcement.</p>
<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>	