

*** HUMAN RESOURCES ***
SASEBO SATELLITE OFFICE

한국인 직원 모집 안내
Korean National Job Opportunities

ANNOUNCEMENT NUMBER: KN01A16

TITLE-SERIES-GRADE: OPERATIONS CLERK, KGS-0303-04 (1 VACANCY)

SALARY RANGE: KGS-4: 9,479 - 12,971 Won per Hour

OPEN PERIOD: Wednesday, 13 January 2016 to Tuesday, 26 January 2016

DUTY LOCATION: Morale Welfare Recreation (MWR), Commander Fleet Activities
PSC 479 FPO AP 96269-1100 – Chinhae, Korea

TOUR OF DUTY: Full-Time, 40 hours per week

WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:

All current USFK KN employees

RPA NUMBER (HRO USE ONLY): 293581

NOTE: Full performance level KGS-04 under APF. The incumbent may be recalled to duty and/or required to work overtime, including on an emergency basis. **Applicants need to submit a self addressed stamped envelope to receive notification of result.**

MAJOR DUTIES:

Serves as a general office assistant with assigned responsibility for performing a variety of clerical, administrative and accounting tasks to support the Consolidated Club, Central Warehouse, Laundry, and Package Store, services or operations. Incumbent operates an office computer system processing correspondence, reports and nontechnical data. Performs a variety of clerical support functions to relieve the supervisor of administrative duties. Prepares and processes various reports, vouchers, documents, and other statistical and financial data pertaining to the service activity and daily/monthly transaction, using information derived from pertinent supporting documents and records. Computes and enters extensions, total amounts, and other data. Assists manager in reviewing of operating statements and in the preparation of operating budgets based on various vouchers, reports, records and other available source documents. Maintains required statistical records, data and pertinent information for manager. Provides information regarding activity operations to authorized personnel if the manager is absent. Conducts personnel concerned to secure or provide necessary information and transactions for the activity. Maintains various control records, logs and registers for reports vouchers, requisitions/purchase orders, contracts, accountable forms and other documents reviewed and/or processed pertaining to service activity transactions.

Prepares transmittals and forwards them with supporting documents to the activity offices concerned. Receives, reviews and consolidates daily transaction reports, invoices, receiving reports, merchandise reports, and other similar documents summaries to insure accuracy and adequacy of information, descriptions, total amounts and other data with pertinent documents. Researches, traces and reconciles differences noted. Compiles necessary data and submits manager for review and appropriate action. Maintains correspondence, suspense files, and office files, regulations, directives, etc. Posts changes thereto as required, and ensures disposition of files are taken according to file system. Types correspondence, forms, orders, reports and other material pertaining to operations. Receives and refers telephone calls to managers. Performs other clerical tasks involved in the accomplishment of the activity operations. Prepares time and attendance reports for both U.S. civilian and KN employees assigned to the Consolidated Club System. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

KGS-4: One (1) year of general experience.

GENERAL EXPERIENCE includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

b. ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score of 60 is required. 2. The TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KG-3 through KGS-5.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge of general administrative practices including clerical work in accordance with well-established policies.
2. Skills in Microsoft Office and other data base and word processing software.
3. Abilities to perform routine administrative and clerical tasks as well as compile spreadsheets and file documents as required. Ability to perform other duties as assigned.

EMPLOYMENT CONSIDERATION PREFERENCE:

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest).

1. All current USFK KN employees (Korea-wide).

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement.

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results.** It is imperative that each item of the application be accurately and completely filled in and the application **Must be signed (Signature) and dated.** Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 여명 23 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be discarded. Applications and attachments will not be retrieved for duplication or for return. **Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.**

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Sasebo Satellite Office at DSN 252-3337.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3337.