

\*\*\* HUMAN RESOURCES \*\*\*  
SASEBO SATELLITE OFFICE

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한국인 직원 모집 안내

*Korean National Job Opportunities*

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ANNOUNCEMENT NUMBER: KN03A16R (REANNOUNCEMENT)

\*\*\* Applicants who previously applied do not need to reapply \*\*\*

TITLE-SERIES-GRADE: INVESTIGATOR, KGS-1810-5/7 (1 VACANCY)

SALARY RANGE: KGS-5: 10,777 – 14,830 Won per Hour

KGS-7: 13,312 – 18,458 Won per Hour

OPEN PERIOD: Friday, 04 March 2016 to Thursday, 10 March 2016

DUTY LOCATION: Security Detachment, Commander Fleet Activities  
PSC 479 FPO AP 96269 – Chinhae Korea

TOUR OF DUTY: Full-Time, 48 hours per week.

**WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:**

All current USFK KN employees serviced by Navy HRO

RPA NUMBER (HRO USE ONLY): 269791

**NOTE:** This is a KGS-5, target KGS-7 position that can be filled at either grade level. Full performance level KGS-07. The incumbent may be non-competitively promoted to full performance grade upon satisfactory completion of the job requirements, training, recommendation by the supervisor and subject to meeting time-in-grade and qualification requirements. This position is subjected to the possibility of workdays on weekends and holidays. 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. Those who applied under Vacancy Announcement: KN03A16 need not reapply to be considered.**

**MAJOR DUTIES:**

As a member of an investigation team conducts interviews, investigations and interrogations of Korean National personnel, suspects and witnesses to obtain information surrounding traffic accidents, VICE/AWOL incidents or complaints and claims involving damages to property. Visits scenes of accident, incident or property damage; collects and evaluates evidence; prepares statements of findings; translates statements into English; interprets questions, information and testimony; may appear as a witness in military or civil courts. Prepares reports of findings. Provides supporting information to officials and agencies as may be required. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**a. EXPERIENCE and/or EDUCATION**

KGS-5: Three (3) years of general experiences (1 year at least equivalent to KGS-4) or 4 years of study above H.S. resulting in a bachelor's degree

KGS-7: One (1) year of specialized experience at the grade level of KGS-5 or 1 full academic year of graduate level education

GENERAL EXPERIENCE is defined as progressively responsible administrative, professional, technical, investigative, or other substantive experience, 1 year of which was equivalent to at least the next lower grade that demonstrates the ability to KSAs.

SPECIALIZED EXPERIENCE defined as experience which is in or closely related to the line of work of the position to be filled and which has equipped the applicant with the particular KSAs to successfully perform the duties of that position. Specialized experience may be substituted for general experience.

**b. ENGLISH LANGUAGE COMPETENCY:** The American Language Course Placement Test (ALCPT) score of 60 is required or 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 ALCPT/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:**

For specialized experience, each full academic year of graduate education in a field related to the position being filled may be substituted for 1 year of specialized experience up to a maximum of 2 years graduate education for 2 years specialized experience. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 12 semester hours should be considered as satisfying the 1 year of full-time study requirement.

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

1. Knowledge of Status of Forces Agreement.
2. Familiarity in the use of Microsoft office in preparing reports and memorandum.
3. Ability to speak Korean and English languages, both orally and in writing.

**EMPLOYMENT CONSIDERATION PREFERENCE:**

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 5 – Lowest).

1. All current USFK KN employees serviced by Navy HRO

**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 or 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.