

JOB OPPORTUNITY ANNOUNCEMENT
AVIANO AIR BASE, ITALY
NON-US APPROPRIATED FUND POSITION

ANNOUNCEMENT No. 30-24

OPENING DATE: 19 July 2024

CLOSING DATE: 26 July 2024

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. For further information, contact the Aviano Civilian Personnel Office (CPO) at DSN 6328328 or commercial 0434308328. The Application Form U-A714 can be downloaded from the CPO website www.31fss.com/civilian-personnel by clicking on "Documents Library"; the application form will be found at the bottom of the list of document. It will need to be filled out and e-mailed with pertinent documentation to the following address: 31fw.LNstaffing@us.af.mil. Applicants will need to ensure they receive an e-mail from the Aviano CPO indicating that the documentation has been acquired; otherwise they will need to call commercial 0434308328 no later than COB Monday 29 July 2024.

TITLE, SERIES, GRADE AND SALARY: Supply Clerk (Office Automation), U-2005-06
(Permanent – 40 hours per week)

Monthly gross salary euro 2.207,09

U-06	BP	pm	euro	788,73
	3EL	pm	euro	901,27
	CONT	pm	euro	517,09

LOCATION: 31st Logistics Readiness Squadron, Material Management Flight, Customer Support/LGRMC, Aviano Air Base, Italy

MAJOR DUTIES: The primary purpose of this position is to perform supply support work for Vehicle Management. Maintains stock levels for authorized supply items. Adjusts stock levels to reflect recurring customer requirements. Determines when to requisition and the quantities needed based on direct input from customers. Identifies potential discrepancies, resolves those that are readily discernible and routes others to higher level employees. Maintains stock at prescribed levels by requisitioning items to replenish stocks. Maintains property accounts and records, completing individual transactions, screening reference files, conducting data searches and distributing output files. Updates databases with information provided by analysts or higher level technicians. Retrieves and uses data to respond to previously researched and resolved issues. Identifies reasons for transaction errors and failures. Searches different areas of databases to extract information to resolve data discrepancies. Identifies items which have become obsolete or excess. Performs document control work involved in the processing of supply transactions. Edits routine supply transactions ensuring compliance with agency and installation supply procedures and directives. Identifies obvious errors/omissions and takes appropriate action to obtain required information/data. Processes receipt, shipment and/or adjustment documents within established time frames following established policies and procedures. Investigates and reconciles routine and recurring discrepancies such as overages, shortages, receipts, shipments and/or stock control discrepancies by performing necessary research of readily available reference sources. Provides assistance to customers, storage depots or other organizations to establish and maintain a cooperative work environment. Responds to visitor and telephone inquiries on supply actions or reasons for delay. Contacts customers to determine quantity requirements for recurring and non-recurring items. Performs general clerical support work. Maintains and annotates files providing for easy and timely retrieval/location of materials. Utilizes work processing software and printing equipment to create, copy, edit and print a variety of standardized documents. Uses basic office automation functions to generate letters and memorandums, enter data into pre-defined spreadsheets, retrieve data from specified electronic records, transmit and receive electronic mail. For further information, please contact the Civilian Personnel Office.

Reference Office of Personnel Management (OPM) qualification standards

QUALIFICATIONS: Interested applicants must possess at least 1 (one) year of general experience which is 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.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: 2 (two) years above High School or 1 (one) year of Italian university may substitute for 1 (one) year of general clerical experience. Applicants must submit a copy of the certificate from a recognized university, listing all the exams and grades.

Good command of the English languages is required, subject to testing.

Applicants must possess a valid Italian driving license type “B”.

A qualified typist is required. Minimum typing requirements: 40 words per minute. Subject to self-certification. Applicants will need to fill out Block 20 d of the USAFE AFAFRICA Form 714.

The selected candidate will need to obtain the fit for duty evaluation for the specific position for which considered. The assessment will be conducted during the pre-employment medical exam IAW Lgs D. 81/08.

APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN APPLICATION. Experience which is not on file at the closing date of the announcement will not be considered. In accordance with Art. 10, paragraph 6, of the Conditions of Employment (COE) “Making a false or misleading statement in the application for employment or in the process of being hired may be cause for separation”.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified candidates will receive equal consideration for this position without regard to race, color, sex, religion, national origin or physical handicap. The supervisor having jurisdiction over the vacancy will be responsible for selection.

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