

## **AMENDMENT**

**THE CLOSING DATE OF THE JOB OPPORTUNITY VACANCY ANNOUNCEMENT NO. 42-26 HAS BEEN AMENDED TO READ “OPEN UNTIL FILLED”**

### **JOB OPPORTUNITY ANNOUNCEMENT AVIANO AIR BASE, ITALY NON-U.S. APPROPRIATED FUND POSITION**

**ANNOUNCEMENT No. 42-26**

**OPENING DATE: 28 May 2026**

**CLOSING DATE: Open Until Filled**

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](http://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](mailto: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.

**TITLE, SERIES, GRADE AND SALARY: Library Technician (OA), U-1411-06  
(Temporary not to exceed 12 months – 40 hours per week)**

**Annual Gross Income/Reddito Annuo Lordo (RAL): 33.056 euro**

**LOCATION: 31<sup>st</sup> Force Support Squadron, Force Development Flight, Base Library/FSDL Aviano Air Base, Italy**

**MAJOR DUTIES: The primary purpose of the position is to provide technical support to a librarian by performing a variety of public and technical services. Performs circulation and registration duties. Charges out library materials and processes return of materials, keeps current record of overdue materials and contacts borrowers by telephone or by using overdue notices, accepts payments from patrons for lost or damaged materials, makes appropriate entries in accountability log and prepares cash receipts. Explains library rules, regulations, circulation procedures and entitlements to library users and volunteers, answers general questions from patrons and resolves recurring problems. Reserves books and follows-up to ensure that requests are complete. Works with circulation files for all charged-out materials and other files including patron charge card files, registration files, reserves, interlibrary loans, lost items and overdue. Records library statistics on circulation, attendance, reference questions and other requested data. Routes interlibrary loan materials to the proper borrower and returns borrowed items to the originating library, maintains an interlibrary loan filing system, performs a weekly check of publications that are overdue and requests return. Shelves books, magazines and other library materials in accordance with various systems used in the library. Ensures that all library materials which are returned or used in-house are shelved in correct order. Reviews all areas of the library’s collection including books, microfiche, compact discs, audiocassettes and videocassettes to ensure library materials are in correct order in their storage areas. Removes obsolete/damaged materials from assigned areas of the collection. Performs information searches using electronic databases, CD-ROM databases and traditional library indexes. Accesses, enters, retrieves or corrects routine information in automated databases. Processes incoming books and periodicals by logging in and checking for duplicates in the library’s holdings. Enters Library of Congress catalog card**

numbers into the computer to print catalog cards and spine or jacket labels with call numbers. Activates electronic database to generate overdue notices, verifies reports and materials status, maintains daily log and initiates procedures to distribute notices. Performs clerical tasks, such as answering the telephone, taking messages and referring callers to visitors to appropriate staff members. Maintains and updates files of library cards of books, reports and other library information. Uses varied and advanced functions of word processing software to prepare, format, modify, edit and print a variety of letters, reports, memos and other textual documents. Uses advanced functions to generate tables of contents, import graphs or databases, create glossaries and align multiple columns. Performs such functions as add, copy, correct, delete or move text, automatically print document identification or other notations at the top or bottom of each page; automatically number pages; prepare form letters and automatically merge these with mailing lists; checks documents for spelling errors; designates some characters as boldfaced, underlined and/or italic. Position requires frequently/moderate heavy lifting up to the applicable allowed weight in accordance with Italian Safety standards. *Subject to an uncommon tour of duty, to include evenings, weekends and holidays.* 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 language 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 or 200 strokes per minute. Subject to self-certification. Applicants will need to fill out Block 20 d of the USAFE AFRICA Form 714.

**APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR APPLICATIONS.** 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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