


**DEPARTMENT OF THE NAVY  
NAVY EXCHANGE, HUMAN RESOURCES OFFICE, SIGONELLA, ITALY  
JOB VACANCY ANNOUNCEMENT FOR LOCAL NATIONAL**

	Announcement #	LN/002-25					
	Position	GENERAL CLERK (Accounting) / 0303 - E-06-W					
	Salary Range	E-06-W €2.109,38 - €2.275,52 per month plus applicable allowances					
	Opening Date	11 FEBRUARY 2025	Closing Date	15 FEBRUARY 2025			
	Scheduled Days/Hours	Monday through Friday	Earliest Starting Time	7:00	Latest Quitting Time	17:00	
	Location	NAVY EXCHANGE SIGONELLA – ACCOUNTING MAIN OFFICE					
	Notes	<p>1. Please read the “Instructions for Completing the Employment Application”, before submitting your application. <b>EMAILS APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL NOT BE CONSIDERED.</b></p> <p>2. Applicants must be able to read, write and speak in both English and Italian. <b>Application must be submitted in English.</b></p> <p>3. This is a permanent Full Time position.</p> <p>4. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.</p>					
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United Of America.						
Description of Duties	<p>Prepares a variety of correspondence, utilizing automated word processing equipment or typewriter. Equipment is computerized, capable of extensive formatting and text revision.</p> <ul style="list-style-type: none"> <li>- Maintains operating files.</li> <li>- Prepares a variety of reports such as accrual, analysis, and invoices not processed. Prepares assigned reports from information contained in office, program systems, files, records and knowledge of the organization. Locates, assembles, and verifies background information and materials.</li> <li>- Performs accounting functions and duties for a specific department/office such as euro rates and residential services.</li> <li>- Prepares, separates, sorts, matches, verifies audits, extends, posts, etc. documents such as credit sales slips, cash receipts, merchandise transfers, invoices, reports of goods received, journal vouchers, personnel actions, etc. Inputs required information to automated systems (merchandising, financial, personnel, distribution, etc.)</li> <li>- May perform sales audit functions such as preparing or assisting in the preparation of the daily cash report.</li> <li>- Communicates with activity personnel/departments/vendors to coordinate work and/or research and resolve problems or discrepancies.</li> <li>- Performs such tasks as collecting time cards; posting appropriate data to leave record cards and verifying same; receiving and reviewing departmental work schedules and comparing individual time cards against such schedules to assure completeness; assisting in the maintenance of payroll record files, assisting in balancing and reconciling payroll, pay records and register totals, and in the computation of wages and deductions which are standard in nature and covered by well established rules.</li> <li>- Also, assists in the compilation of miscellaneous reports by totaling and balancing data posted on pay control records as well as in other areas, as needed.</li> <li>- Performs other related duties</li> </ul>						
Qualification Requirements	<p><b>GENERAL EXPERIENCE:</b> One (1) year experience performing clerical work that demonstrate arithmetic aptitude and ability, accuracy and attention to detail to apply established procedures for recording or compiling data <b>OR</b> “Diploma di Maturita”</p> <p><b>SPECIALIZED EXPERIENCE:</b> Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled.</p> <p>Applicant's experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral:</p> <ol style="list-style-type: none"> <li>1. Ability to work the scheduled hours of the position.</li> <li>2. Ability to communicate fluently in English and Italian both orally and in writing.</li> <li>3. Ability to deal courteously with public.</li> <li>4. Ability to maintain manual and computerized accounting records in an accurate and efficient manner.</li> <li>5. Ability to assist in the preparation of accounting records, summaries, report creation and generation.</li> <li>6. Experience in preparing and reconciling a variety of financial reports.</li> <li>7. Experience with developing improvements and adapting to implement new working methods and procedures.</li> <li>8. Knowledge of applications such as finance-related software system, Microsoft Excel, Word, and Power Point</li> </ol>						
Application Status	For inquiries concerning job announcement, please contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday from 1330 to 1500, at least 15 days after the closing date of the announcement.						

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**DEPARTMENT OF THE NAVY, NAVY EXCHANGE**  
**NEX Human Resources Office, Sigonella, Italy**

**Instructions for Completing The Employment Application (Local National – LN)**

**EMPLOYMENT APPLICATION**

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements and NEX application form may be downloaded from:  
<https://cnreurfcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>  
It is required to submit the NEX APPLICATION FORM ensuring that you are utilizing the latest version.

**ALL applications MUST be completed in English.**

**APPLICATIONS NOT IN ACCORDANCE WITH NEX INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE NEX HRO.**

**WHO MAY APPLY**

Citizens of European Union member state.

Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

**QUALIFICATION REQUIREMENTS**

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, including expiration dates, as applicable, are reported in the appropriate block on the application form.

**Work experience:** Candidates must describe in detail, in their own words, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed);
- Language proficiency.

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

If the announcement text is copied verbatim, the application will not be considered.

**Typing Proficiency:** Self-certify your English typing proficiency in the appropriate block of the application indicating your typing speed when a “qualified typist (O/A)” certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills are subject to verification.

**Education:** If education is used for qualification purposes, the title of the degree/certificate/ diploma **and** all courses/subject must be translated to English.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A. must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials.  
Foreign language documents must be officially translated to English.

Graduate education is College or University level education beyond the Italian 1<sup>st</sup> Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to EW-05 grade level only.

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to:  
[sig-nexhro-wantajob@nexweb.org](mailto:sig-nexhro-wantajob@nexweb.org)

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: **LAST NAME, FIRST NAME - LN/001-24;****
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- Utilize the latest version of the application form downloaded from CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application form providing all the requested information;
- Do not send Postal Electronically Certified (PEC) emails;
- Attached the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachment are not necessary and should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

**VERIFICATION DOCUMENTS**

In case of selection, candidates MUST provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. Work experience certified on the application form is subject to verification with employers. The NEX Human Resources will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**INQUIRES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION**

For information on the application submitted, contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday, from 1330 to 1530 hours, at least 15 days after the closing date of the competition notice.  
**When requesting information by telephone, you must provide the announcement Number of the position for which you are applying.**  
The Human Resources Office of the NEX will not give information on the status of the application for employment to family or friends, in compliance with the rules on the confidentiality of personal data (law 675/96). In case of selection the candidate will be informed by telephone and/or electronic (email) by a representative of the Human Resources Office of the NEX.

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330 and NEXCOM HR Policy Manual.
2. If a candidate is selected at lower grade level for a position with promotion potential (e.g. EW-03/04/05), he/she can be promoted to the target level without further competition at management’s request.
3. Prior lists of qualified candidates may be used to fill additional similar positions without further competition.
4. “Local National” refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade, lower pay or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 April 2024.