


**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
Overseas Program Center Europe, Africa, Central,
Human Resources Office (HRO), Sigonella, Italy
VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION**

	Announcement #	LN24-993722		
	Position	OPERATIONS CLERK, UA-0303-06		
	Salary Range	€2,402.90 - €2,612.24 per month plus applicable allowances		
	Opening Date	25-SEPTEMBER-2024	Closing Date	29-SEPTEMBER-2024
	Location	FLEET READINESS, MORALE, WELFARE AND RECREATION (MWR) DEPARTMENT, FITNESS, SPORTS AND DEPLOYED SUPPORT, U.S. NAVAL AIR STATION, SIGONELLA, ITALY.		
Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. Applications must be completed and submitted in English. Applicants must be able to read, write and speak fluently in both English and Italian. This is a Permanent Full-Time position. Position is subject to rotating shifts, 5 days per week, to include days, nights, weekends and holidays. Selectee will be required to favorably pass an alcohol test, a physical examination and security background check as a condition of employment. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. Selectee will be required to obtain a U.S. Government vehicle driver’s license to operate Government vehicles up to 2 ½ tons. 			
Who May Apply	Permanent and temporary Appropriated and Non-Appropriated fund local national employees serviced by Human Resources Office and Morale, Welfare & Recreation (MWR) Office Sigonella, Italy.			
Description of Duties	Incumbent performs clerical and administrative tasks in support of the Fitness and Sports Programs. Assists with the operation of the fitness reception desk. Takes telephone calls and responds to inquiries. Takes messages and returns calls. Provides information to patrons about fitness, sports, community programs, special events, policies and procedures. Assists with training the Fitness Center front desk staff. Ensures patrons adhere to Fitness Center rules and policies. Schedules reservations for fields, courts and pavilions. Produces reports and metrics. Monitors supplies and resources. Researches information for procurement of fitness items. Issues equipment to patrons. Conducts inventories. Prepares/maintains assigned reports, correspondence, files, statistical and financial data for the fitness and sports programs. Responsible for taking payments and maintains a change fund. Produces Daily Activity Reports and deposits cash, checks and charge slips. Ensures Fitness Center is prepared for scheduled and special events. Performs routine facility inspections following up on required service calls and providing administrative oversight on all service calls for the Midtown Facility. Ensures fitness center is maintained in a clean and orderly condition. May be required to provide front desk coverage at either Fitness Centers.			
Qualification Requirements (OPM Qualification Standards)	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-clerk-and-assistant-series-0303/ At the time of application, applicants must possess a valid: <ol style="list-style-type: none"> Class “B” driver’s license to drive vehicles in Italy <p>One (1) 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 OR one (1) year of education above the Italian “Diploma di Maturità” or equivalent.</p>			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurfacent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
Human Resources Office (HRO), 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 may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>. Ensure that you are utilizing the latest version of the application form.

ALL applications MUST be completed in English.

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

WHO MAY APPLY

Citizens of a 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/subjects 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 1st Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to UA-06 grade level only.

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN **ENGLISH**, to:
si-hro-wantajob@eu.navy.mil.

- 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 - LN19-003740;
- 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 the 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;
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments 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

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

INTERVIEWS AND SELECTIONS

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. Relatives cannot be in the same line of supervision of another relative.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), 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.