


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 #	LN23-516354		
	Position	FINANCIAL CLERK, UA-0503-06		
	Salary Range	€2,206.89 – €2,416.23 per month plus applicable allowances		
	Opening Date	28-FEB-2023	Closing Date	02-MAR-2023
	Location	GALLEY, GALLEY OPERATIONS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<div>1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</div> <div>2. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English.</div> <div>3. This is a Permanent Full-Time position.</div> <div>4. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.</div> <div>5. Position is subject to rotating shifts and includes working on weekends and holidays.</div> <div>6. Work involves light to moderate physical effort. Subject to continuous standing and walking, frequent stooping, reaching, pushing, pulling and bending.</div> <div>7. Selectee is required to pass and maintain food handling training/certification as a condition of employment.</div>			
Who May Apply	Permanent and Temporary Appropriated and Non-Appropriated fund local national employees serviced by Human Resources Office, Sigonella, Italy, Morale, Welfare & Recreation (MWR) and Navy Exchange (NEX) Personnel Offices, Sigonella, Italy			
Description of Duties	As a financial clerk, incumbent makes meal charges, maintains accountability of forms and sign-in log of patrons for each meal and performs administrative/clerical tasks related to food service operations. Charges the appropriate meal rates, documents sales of meals on sign-in sheets and issues receipts for the meals purchased, when requested. Reads and fills out credit card reports and reviews documents to verify mathematical accuracy. Performs balancing of the sign-in sheets to determine accuracy of reporting and credit card sales. Checks patron’s identity cards, travel orders and dress code for eligibility of the use of the dining facility. Arranges correlating menu cards in accordance with the Go for Green Program. Works with the leading culinary specialist to conduct weekly consumable and mess gear inventory and compiles lists twice a week of cleaning supplies and other equipment required. Communicates to other financial clerks or food service worker-leaders any problems that occur daily and reports daily accomplishments and problems to the supervisor related to financial clerk procedure. Provides refresher training to workers on proper food handling techniques in accordance with the current food service sanitation standards and conducts annual formal food service sanitation training. Answers telephone calls, provides general information to callers and performs other related duties as assigned.			
Qualification Requirements	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0500/financial-clerical-and-assistance-series-0503/			
(OPM Qualification Standards)	UA-06: One (1) year of general experience progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled OR Italian “Diploma di Maturità” or equivalent plus one (1) additional year of education.			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnneurafcent.cnmc.navy.mil/Installations/NAS-Sigonella/About/Jobs/			
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER				

Revised 06 June 2022

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/>

Applications for white-collar positions (UA) MUST be completed in English. Applications for blue-collar positions (UC) may be completed in Italian or English.

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.

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: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered.

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 into either the English or Italian language.

Graduate College or University level education is education beyond the Italian "Laurea 1° livello" or equivalent.

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

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. CHR will proceed with the hiring process ONLY when all eligibility requirements are satisfactorily met.

SUBMISSION OF THE EMPLOYMENT APPLICATION

Applications MAY ONLY BE SUBMITTED VIA EMAIL. CHR will NOT accept "hard copy" applications.

Submit your application to: si-hro-wantajob@eu.navy.mil

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY CHR:

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, e.g. LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- 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 in its entirety answering ALL questions;
- 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 must not be sent);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Status column will reflect current recruitment stage.
CHR will no longer be answering telephone inquiries.

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
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.
3. List 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 November 2018.