| Revised March 2015 | DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE<br>ROTA, SPAIN<br>U.S. JOB OPPORTUNITY ANNOUNCEMENT | | | | |
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| | **Announcement No.** | **LR-50-16MJ**<br>**AMENDMENT #1: Amended to extend closing date** | | **Number of Vacancies** | 5 |
| | **Position Title** | EMERGENCY RESPONSE DISPATCHER, GS-2151-07 | | | |
| | **Opening Date** | **12 FEBRUARY 2016** | **1st Cut Off** | **11 MARCH 2016** | |
| | | | **Closing Date** | **26 MARCH 2016** | |
| | | **Initial consideration will be given to candidates whose applications have been received by the cut-off date.** | | | |
| | **Salary Range (DOLLAR)** | $35,009 – $45,512<br>PER ANNUM | **Work Schedule** | FULL TIME PERMANENT<br>12 HOURS SHIFTS | |
| | **Job Location** | EMERGENCY DEPARTMENT, U.S.NAVAL STATION ROTA, SPAIN | | | |

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| **How To Apply** | Please read **Instructions For U.S. Citizen Local Announcements** located at http://www.cnic.navy.mil/rota. Provide your applicatio and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to rotahro@eu.navy.mil. Ema containing application/attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing dat of the announcement. |
| **Who May Apply** | U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those domiciled in the Rota, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel who meet one or more of the following conditions:<br>(a) Applicants with career/conditional status,<br>(b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6),<br>(c) Veterans Recruitment Authority (VRA)<br>(d) Veterans Employment Opportunities Act (VEOA)<br>Referral of qualified candidates will be based on respective hiring authorities for which eligible.<br>**NOTE**:<br>(1) Family members who have less than 6 months remaining in an area are not entitled to family member preference when a position is filled without time limitation.<br>(2) The **NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States** are applicable when determining eligibility. If you have resided in Spain more than ninety (90) days, as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities. **ORDINARILY RESIDENT: Applicants determined to be "ordinarily resident" in Spain cannot be appointed to positions designated for U.S. occupancy.**<br>(3) **TOURIST**: Spanish law defines tourists as "Foreigners who have entered Spain with proper documentation, for the purpose of touring, recreation, non-professional sporting, health-care, attend family matters, pilgrimage, or short term studies, and who may stay in Spanish territory **without executing any professional or labor activity** whatsoever, for a period of three months or for the duration granted in the Visa. (COMNAVACTSPAININST 1900.1F) |
| **About the Job** | Incumbent receives emergency and non-emergency request by telephone, mobile radio calls, mobile data computers, or automatic alarms. Operates a variety of communications equipment such as Computer Aided Dispatch (CAD) systems, emergency radios, Enhanced -911 (E-911), Enterprise Land Mobile Radio (ELMR), Telecommunication Devices for the Deaf (TDD), and computers with software common to dispatching. Provides appropriate post-dispatch and pre-arrival instructions utilizing all response resources available. Carries out successive steps to extract information, identify problems, and make decisions under pressure to ensure appropriate emergency aid is dispatched |
| **OPM Qualification Requirements** | https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/dispatching-series-2151/ and http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards<br>**SPECIALIZED EXPERIENCE:**<br>One (1) year of specialized experience equivalent to at least **GS-06** grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position Specialized experience must demonstrate the following:<br>1) Utilizing Computer Aided Dispatch (CAD) System , radio equipment, Enhanced 911 telephone systems, fire and security alarm system to dispatch necessary personnel and equipment;<br>2) Obtaining accurate and detailed information during stressful situations to determine required resources necessary;<br>3) Recording pertinent data, events, and logs using necessary computer and office equipment; and<br>4) Receiving and processing incoming fire alarms, emergency, and non-emergency calls for fire, medical, and police assistance.<br>NOTE: This information must be supported in your resume for you to be considered for this position. |
| **Pertinent Information** | 1. Selectee is required to participate in the Department of Defense direct deposit of pay program.<br>2. Must be able to successfully obtain and maintain a Secret Security clearance and will be required to successfully complete a background investigation.<br>3. Selectee may be required to successfully complete a probationary period.<br>4. Selectee must successfully complete a pre-appointment physical examination.<br>5. This position is Emergency Essential<br>6. Incumbent is required to be certified as a Telecommunicator I and II, level II operator, and certified in Criteria Based Dispatch<br>7. Incumbent is required to have successfully completed Emergency Medical Dispatch Trainer course, NESCOM Course 3474 and all other training as assigned. Certificates must be obtain within one year from date of hire.<br>8. During emergencies, employees may be required to work long periods without breaks. |

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| **Application Status** | For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, **Monday through Friday, 0800-1600,** at least **7 business days** after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically. |
| | THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER |

**DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE**

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS **IN ROTA, SPAIN**

HIRING AUTHORITIES:

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of members of the U.S. Armed Forces or dependents of a U.S. Civilian employee of a U.S. Government Agency. The family member appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area of the separation of the appointee's sponsor.

REINSTATEMENT: Applicants with personal competitive status may be reinstated to a career/career-conditional appointment.

VETERANS RECRUITMENT APPOINTMENT: Disabled veterans; veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which they received an authorized campaign/expedition badge/medal; veterans who while serving on active duty is the Armed Forces participated in a U.S. military operations for which they received an Armed Forces Service Medal; and recently separated veterans from active service under honorable conditions within the last three years.

VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA): Veterans must be a preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (https://usajobs.gov) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: http://www.cnic.navy.mil/rota.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

**NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.**

- It is the applicant's responsibility to ensure your resume/ application contains the following information:

1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.

   Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).
2. Applicant Questionnaire "Revised Nov 2014 – CNRE HRO ROTA" **(Mandatory, submit 2 of 2 pages).**
3. Sponsors PCS orders – Navy orders MUST include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (Mandatory)
4. College Transcripts **(if qualifying on basis of education)** from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action **(SF-50) (if claiming federal status)**
6. DD-214 Record of Discharge, Member-4 copy or current Statement of Service dated w/in 120 days from separation **(if claiming Veteran's Preference)**
7. Copy of all pages of U.S. Passport **(May be required at time of selection)**

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

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

Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.