



Commander Navy Region
Europe, Africa, and Southwest Asia
NAF Human Resources
PSC 817 BOX 108
FPO, AE 09622-0108

VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. 17-088
POSITION TITLE CYP OPERATIONS CLERK
NF-0303-02
SALARY \$12.10 - \$14.12PH
EMPLOYMENT CATEGORY Regular Part-Time
LOCATION Commander, Navy Region Europe; Fleet and Family
Readiness Program; Child & Youth Programs, CDC
Support Site Naples, Italy
AREA OF CONSIDERATION Local U.S. Citizens that are 1) Current permanent NAF/APF
employees; or 2) Spouses of active duty military members; or
3) Family members of active duty military member; or 4)
Family members of DoD civilians.
OPENING DATE 08 November 2016
CLOSING DATE 22 November 2016

Note: The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

INTRODUCTION

The purpose of this position is to serve as a point of contact for information and perform clerical and administrative tasks in support of CYP, which includes Child Development Centers (CDC), Child Development Homes (CDH), School Age Care (SAC) and Youth Programs (YP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program.

DUTIES AND RESPONSIBILITIES

The CYP Operation Clerk performs a combination of duties related to one or more components of CYP. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies. Prepares and maintains assigned reports, correspondence and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA). Ensures child registration and enrollment paperwork is complete and current. Ensures all USDA food program records are accurate, up-to-date and readily available. Review and completed paperwork for background checks. Maintains files and records. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Notifies supervisor of any discrepancies and informs supervisor of any issues/problems that cannot be resolved. Provides front desk coverage, logs children in and out of facility and informs and answers questions regarding programs and services, patron financial obligations, waiting lists, events and policies and procedures. Assists with dissemination of information to CDH providers regarding training schedules, certification processes, application status and USDA reporting requirements. Takes phone calls and responds to inquiries. Performs assigned resource and referral duties and assists in maintaining current

waiting list. Collects fees and charges, and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures.

QUALIFICATIONS & REQUIREMENTS

High school graduate or equivalent AND 2 years of administrative experience. Knowledge of administrative support functions, practices and procedures and general office automation software in order to accomplish various work assignments.

Ability to maintain accurate reports and records.

Ability to maintain a computerized database. Working knowledge of computers, Child and Youth Management System (CYMS), or equivalent database system.

Must have cash handling experience.

Applicants must be able to speak, read and write English.

Must be at least 18 years of age.

Must favorably pass a pre-employment physical. Selectee will be subject to special inoculation and immunization requirements as a condition of employment for working with children. Selectee will be required to obtain appropriate immunizations against communicable diseases in accordance with recommendation from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must satisfactorily complete local background checks to include a National Agency Check.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

BENEFITS

A comprehensive benefits package is available

HOW TO APPLY: Interested applicants may apply online at www.USAJOBS.gov. Emailed resume packages will NOT be accepted for this position. For the full announcement and to apply, visit <https://www.usajobs.gov/GetJob/ViewDetails/455794900>. Only resumes submitted according to the instructions on the job announcement listed at www.usajobs.gov will be considered.

REQUIRED DOCUMENTS:

- Resume
- Copy of U.S. Government no-fee passport showing picture, passport number, expiration date, and visa stamp page
- Copy of Sojourner's Permit (or receipt of application)
- Signed [Declaration of Federal Employment, OF-306](#)
- [Preference Entitlement Survey](#) with a complete and legible copy of sponsors PCS orders
- [Military Spouse Preference \(MSP\) Program](#), if applicable.
- If Former/Current NAF/APF Employee: Most recent SF-50 or Personnel Action Report
- If Veteran: DD-214, Certificate of Release or Discharge from Active Duty

The Department of Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to NAFPersonnel@eu.navy.mil to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.

