

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: OCA-2008-0303**  
**(PLEASE INCLUDE THIS NUMBER ON ALL APPLICATION MATERIAL)**

**OPEN DATE: 3/1/2008**                      **CLOSING DATE: 12/31/2008**  
Applications must be received by the closing date. Late applications will not be considered.

**POSITIONS TO BE FILLED: GENERAL CLERK AND ASSISTANT**

**PAY BAND, SERIES, AND GRADE OF POSITION TO BE FILLED: YB-0303-01**

**WHERE POSITION IS LOCATED:** Department of Defense Education Activity, Department of Defense Dependents Schools Europe, VARIOUS LOCATIONS

**SALARY RANGE:** \$16,880 to \$38,060 per annum. Salary will be set based on duties of the position.

**YOU MAY APPLY IF YOU ARE:**

- A U.S. Citizen Family Member residing in the local commuting area.
- A Military Spouse Eligible residing in the local commuting area.

Local commuting area is defined as the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work based on the generally held expectations of the local community. (5 CFR 575.203)

Management may elect to fill positions with non-competitive applicants such as VRA, 30% or more disabled veterans, and reinstatement eligibles or current career or career-conditional employees. Please contact your local Human Resources Office for more information.

**MAJOR DUTIES:**

This announcement is used to fill the following positions. These positions may be permanent, temporary, full-time, part-time, or seasonal.

**SCHOOL TECH (OA), YB-0303-1 \*\***  
**PD# S9283**

**MAJOR DUTIES AND RESPONSIBILITIES:** Employees in this position perform a variety of routine and simple office clerical tasks associated with a particular administrative function, including tasks requiring use of automation equipment and software. Duties include establishing and maintaining administrative and subject matter files, monitoring suspenses, gathering documents to support projects in the functional area, typing various narrative and statistical documents in draft and final form.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office clerical procedures, using a variety of office equipment, including office automation equipment and software, e.g. prioritizing tasks, maintaining suspenses, maintaining automated and non-automated files and records, preparing routine correspondence such as form letters, etc.

**SCHOOL INFORMATION TECH (OA), YB-0303-1\*\***  
**PD# S9280**

**MAJOR DUTIES AND RESPONSIBILITIES:** Employees in this position input and maintain data in the Student Information System (SIS). Performs automated data processing (ADP) support and service functions and enter, retrieve and manipulate data using this program. Provides a variety of school administrative functions such as student registration, student attendance, academic records maintenance, tuition status and other related processes.

Candidates should describe their experience, education, and/or training that demonstrates skill in performing a variety of functions in an automated system, e.g. data entry and retrieval, maintaining information database(s), hardware/software installation and troubleshooting, etc.

**SCHOOL INFORMATION TECH (OA), YB-0303-1\*\***

**PD# S9278**

**MAJOR DUTIES AND RESPONSIBILITIES:** Employees in this position input and maintain data in the Student Information System (SIS). Performs automated data processing (ADP) support and service functions and enter, retrieve and manipulate data using this program. Provides a variety of school administrative functions such as student registration, student attendance, academic records maintenance, tuition status and other related processes. Independently receives and acquires various data and enters into the student information management database to include new student enrollment, discipline and attendance data, school and student scheduling information, report cards and transcript information, and athletic eligibility for all students.

Candidates should describe their experience, education, and/or training that demonstrates skill in performing a variety of functions in an automated system, e.g. data entry and retrieval, maintaining information database(s), hardware/software installation and troubleshooting, etc.

**SCHOOL SUPPORT TECH, YB-303-1\*\***

**PD# S9325**

**MAJOR DUTIES AND RESPONSIBILITIES:** Employees in this position perform the material management and support services functions for a DoDDS school/office in order to provide adequate and timely logistics support to students, staff, and faculty. Prepares, edits, and submits orders via electronic data transfer (EDT) to the DoDEA Educational Supplies Procurement Office (DESPO) or the Area Service Center (ASC) for purchasing supplies and equipment within specified budget/time constraints based on faculty and/or staff requests. Sets or revises appropriate stock levels for authorized items. Maintains a perpetual inventory of accountable property. Compiles financial data for forecasting the budget for replenishing material and for equipment repair or maintenance. In completing assignments, operates the Dependents Schools Automated Material Management System and transports materials in official vehicles.

**CONDITION OF EMPLOYMENT:** The work is partly sedentary, but regularly includes walking, bending, standing, carrying or lifting items up to 70 pounds, elevating boxes weighing 30-50 pounds above shoulder height, and unloading/loading vehicles. Must possess or be able to obtain and maintain the appropriate drivers license(s).

Candidates should describe their experience, education, and/or training that equipped them with the skills to perform clerical and support duties related to supply matters, including use of automated supply systems, e.g. requisitioning supplies or equipment, inventorying or storing supplies and equipment, tracking orders, maintaining stock levels of supplies or equipment. This position is normally school year seasonal. Some schools may designate this position as full or part time year-round.

**SCHOOL SUPPORT TECH YB-303-1\*\***

**PD# S9326**

**MAJOR DUTIES AND RESPONSIBILITIES:** Employees in this position perform the material management and support services functions for a DoDDS school/office in order to provide adequate and timely logistics support to students, staff, and faculty. Prepares, edits, and submits orders via electronic data transfer (EDT) to the DoDEA Educational Supplies Procurement Office (DESPO) or the Area Service Center (ASC) for purchasing supplies and equipment within specified budget/time constraints based on faculty and/or staff requests. Sets or revises appropriate stock levels for authorized items. Maintains a perpetual inventory of accountable property. Compiles financial data for forecasting the budget for replenishing material and for equipment repair or maintenance. In completing assignments, operates the Dependents Schools Automated Material Management System (DSAMMS) and transports materials in official vehicles. Independently uses DSAMSS to order, monitor, and stock supplies and equipment items which are rare, difficult-to-locate, dangerous, or similarly out of the ordinary. Manages the school IMPAC program. Receives orders for IMPAC purchases, determines if the requests are genuine and meet all laws, regulations, and IMPAC program conditions.

**CONDITION OF EMPLOYMENT:** The work is partly sedentary, but regularly includes walking, bending, standing, carrying or lifting items up to 70 pounds, elevating boxes weighing 30-50 pounds above shoulder height, and unloading/loading vehicles. Must possess or be able to obtain and maintain a USAREUR drivers license.

Candidates should describe their experience, education, and/or training that equipped them with the skills to perform clerical and support duties related to supply matters, including use of automated supply systems, e.g. requisitioning supplies or equipment, inventorying or storing supplies and equipment, tracking orders, maintaining stock levels of supplies or equipment, property book management, property disposal.

**SCHOOL SUPPORT COORDINATOR, YB-0303-02\*\***

**DISTRICT LEVEL POSITION**

**PD# S9327**

**NOTE: Typically this position is only located at District Superintendent Offices' and school complexes comprised of 3 or more elementary through secondary schools.**

**MAJOR DUTIES AND RESPONSIBILITIES:** Serves as a DSO or school complex coordinator for lower graded personnel at the school level who perform a variety of school support services. Prepares and conducts hands-on training for school support personnel and administrators who are new to the school complex. Training topics include the use of automated material management systems. Provides training, equipment density listings to the supporting military installation(s) for maintenance and repair requirements. Identifies excess material. Audits the hand receipt accounts of the complex schools. Ensures that material is labeled and stored properly. Presents IMPAC record data to the Approving Official for purchase approval. Makes approved purchases. Enters purchase date on the Monthly Purchase Log. Reconciles monthly IMPAC card statement within 3 days of receipt. Designs and posts internal evacuation plans. Provides direction in compiling financial data for forecasting the budget. Provides principals with logistics portion of the budget reports necessary to maintain fund accounts. Conducts scheduled on-site inspection of school facilities to identify work requirements needed to maintain school facilities. Monitors the performance of contractor employees and equipment. Serves as liaison between teachers and school administrators and the contractor.

**CONDITION OF EMPLOYMENT:** The work is partly sedentary, but regularly includes walking, bending, standing, carrying or lifting items up to 70 pounds, elevating boxes weighing 30-50 pounds above shoulder height, and unloading/loading vehicles. Selectee may be required to travel within theater, by military or commercial modes of transportation. Must possess or be able to obtain and maintain a USAREUR drivers license.

Candidates should describe their experience, education, and/or training that equipped them with the skills to: Perform clerical and support duties related to supply matters, including use of automated supply systems used to requisition supplies or equipment, inventory or store supplies and equipment, track orders, maintain stock levels of supplies or equipment, property book management, and property disposal. Have knowledge of general policies and procedures governing accountability over government personal property to include its acquisition, control, protection and disposition, and the maintenance of accurate and audited property records to review hand receipts. Work with standard DoD supply and logistic support systems. Knowledge and understanding of established and standardized budgetary and financial rules, regulations, and procedures to manage the IMPAC card program.

**\*\* denotes that positions are normally school year seasonal. Some schools may designate positions as full or part time year round.**

**QUALIFICATION REQUIREMENTS:**

Click on link below to view qualification standard.

[General Schedule](#)

Candidates must meet experience requirements, education substitution, or a combination of experience and education to qualify. Under NSPS, general or specialized experience required at the next lower "grade" by OPM Qualification Standards is defined as experience at the next lower pay band or equivalent under the General Schedule (GS) or other pay systems. In all cases, the quality of experience must clearly demonstrate the possession of the knowledge, skills and abilities and/or competencies necessary for successful job performance. Examples of general experience include: 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. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. In addition, for positions requiring office automation skills, your application should reflect your experience using computers and other related office automation equipment and identify the kinds of word processing or other software programs you have used.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Quality of experience relates to how closely or to what extent an applicant's background and recency of experience, education, and training are relevant to the duties and responsibilities of the announced position. Candidates must have the knowledge, skills, abilities and competencies to successfully perform the work of the position at the appropriate level.

NSPS positions are excluded from time-in-grade restrictions. This does not eliminate the qualification requirements.

**TYPING PROFICIENCY:** Positions designated as Office Automation, designated by title containing parenthetical OA, will require the skills of a qualified typist. These positions require typing speed of at least 40 words per minute. Be sure your application reflects your typing skill (words per minute).

#### **METHOD OF REFERRAL**

Qualified candidates will be referred for employment consideration in accordance with governing laws, regulations, and procedures. Based on information submitted in your application, DoDDS Human Resources staff will determine your qualifications, status, eligibility, and employment category that includes Veterans' Preference eligibility as well as your eligibility for Military Spouse and Family Member preference.

Candidates who meet minimum experience and/or education requirements for the position(s) listed in this announcement will be further evaluated against established criteria which demonstrates how well they possess the specific knowledge, skills, and abilities determined to be necessary for successful job performance for each position. Candidates then referred for consideration will be placed into one of the three categories listed below:

1. **Best Qualified Candidates:** These are candidates that possess exceptional and directly related experience specific to the position being considered for.
2. **Highly Qualified Candidates.** These are candidates that possess good or some similar work experience related to the position being considered for.
3. **Qualified Candidates.** These are candidates that meet the basic qualification requirements of the position as indicated in the OPM's Operating Manual, Qualification Standards for General Schedule Positions.

#### **PAY, BENEFITS AND WORK SCHEDULE:**

**YOUR PAY WILL BE SET WITHIN THE RANGE SPECIFIED IN THIS VACANCY ANNOUNCEMENT AND WILL BE BASED ON THE REQUIREMENTS OF THE POSITION, YOUR QUALIFICATION, EDUCATION, EXPERIENCE, TRAINING, AND THE AVAILABILITY OF FUNDS.**

#### **GENERAL INFORMATION:**

All candidates must be U.S. Citizens and reside within the local commuting area of where the position is located.

Applicants must be U.S. citizens who are not considered Ordinarily Residents under the applicable Status of Forces Agreement (SOFA). An ordinarily resident is anyone who has lived in the host country longer than the allowed number of days without being a member of the forces assigned, civilian component or a family member of either the fore mentioned or who has obtained a work permit for any duration. Ordinarily Resident Restrictions apply and vary depending upon the host nation.

Maps showing the geographical locations of the various schools throughout DoDDS-Europe can be found at:  
<http://www.eu.dodea.edu/maps.htm>

**WORK SCHEDULES** are Part time or Full time or School Year Seasonal. Some positions are part-time with seasonal work schedules. Most school year seasonal work schedules include periods in a **non-pay/non-duty** status during the holiday, spring and summer recess periods.

Applications will be rated as received. Qualified applicants will be referred when vacancies become available.

Certain local family member appointments are tied to the sponsor's rotation date on a Not-To-Exceed (NTE) basis. Family member appointments may not exceed two months after an employee is no longer considered a family member within the local commuting area due to PCS or divorce of sponsor or in the case of a child age 21 (or 23 if in college full-time).

Applicants appointed to a full time continuing position will have their current application inactivated. Applicants may re-submit a new application after their current application is inactivated if so desired. Applicants appointed to a temporary and/or part time position under this announcement will continue to receive consideration for full time continuing positions for which applied and qualified for under this announcement. For example, if selected for a temporary appointment, applicants will continue to be considered for full time continuing appointments provided they meet qualifications.

**Living Quarters Allowance (LQA) and payment of travel and transportation expenses are not authorized.**

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

### **CONDITIONS OF EMPLOYMENT:**

Applicants selected for full time continuing positions may be required to complete a 1-year probationary period.

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

Selectee must undergo Background Checks IAW DoDI 1402.5 (e.g. Local Files Check, State Criminal History Records Check, and National Agency Check Inquires). Employment in these positions is subject to successful completion of a background security investigation and favorable adjudication. Failure to successfully meet/maintain these requirements may be grounds for termination.

Selectee will be required to have an Italian Visa/Soggiorno if position is located in Italy and a Visa if position is located in the United Kingdom.

### **TO APPLY, YOU MUST SUBMIT:**

Please visit [www.eu.dodea.edu/hr/](http://www.eu.dodea.edu/hr/) for a complete application package. The announcement number must be provided on all application materials.

Applicants are responsible for ensuring that contact information is accurate and clearly evident in the application. Contact information should include current address, telephone and/or cell phone numbers, and email addresses.

1. **Optional Application for Federal Employment (OF-612)**, résumé, **OR** any other written format, including the Standard Form 171, Application for Federal Employment **THAT INCLUDES THE FOLLOWING INFORMATION:**
  - Announcement number, title and grade of the position(s) for which you desire employment.
  - Citizenship status and social security number.
  - Your highest Federal civilian grade held, job series, and dates of employment, if you are a current or former Federal employee.
  - Total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week. Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.
  - Job-related training courses (title and year).
  - Job-related skills.
  - Job-related certificates and licenses (current only).
  - Job-related honors, awards, and special accomplishments (give dates-but do not send documents).

### **YOU MUST ALSO SUBMIT:**

2. Education will be credited only when a copy of college transcripts is provided. To receive credit for education gained in a foreign institution, you must submit proof that it is equivalent to a United States education program. If you qualify based on education, and are selected, you will be required to provide official transcripts.
3. If you are not using the Standard Form 171, Application for Federal Employment, then a **Declaration for Federal Employment (OF-306)** should also be submitted.
4. If you are applying for family member employment, a copy of your sponsor's Permanent Change of Station (PCS) orders authorizing movement of family member to the overseas command, or other appropriate documentation (such as a statement of command sponsorship) to support family member status must be submitted to receive consideration.
5. If you are applying for military spouse preference, a completed **Questionnaire for Military Spouse Preference** and copy of your sponsor's permanent change of station (PCS) orders authorizing movement of spouse to the overseas command, or other appropriate documentation to support spousal preference must be submitted to receive consideration.
6. All applicants must submit a **Pre-Employment Questionnaire** to Determine Eligibility for Employment form.

Please use the **Application Checklist** to ensure you have all documents prior to submission.

ALL REQUIRED FORMS MAY BE FOUND AT [www.eu.dodea.edu/hr/](http://www.eu.dodea.edu/hr/).

**APPLICATIONS WILL NOT BE RETURNED. PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS.**

**INCOMPLETE APPLICATIONS WILL NOT RECEIVE CONSIDERATION.**

Applications may be submitted by mail, fax or email to the appropriate District Human Resources Office as indicated below.

Applications must be scanned using Adobe Acrobat into a single file attachment in “.pdf” format. **APPLICATIONS SENT VIA EMAIL HAVING MORE THAN ONE ATTACHMENT OR ATTACHMENTS IN ANY OTHER FORMAT WILL NOT BE CONSIDERED.** You will receive verification within 48 hours of receipt of your electronically submitted application.

**BAVARIA DISTRICT HR OFFICE, ANSBACH, GERMANY**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-BAVARIA DISTRICT  
UNIT 28614  
ATTN: HUMAN RESOURCES OFFICE  
APO AE 09177

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-BAVARIA DISTRICT  
ATTN: HUMAN RESOURCES OFFICE  
BARTON BARRACKS  
MEINHARDSWINDENER STR. GEB 5254/2  
91522 ANSBACH, GE

Applications can be faxed to commercial (49) 981-183-440 (if calling from outside of Germany) or 0981-183-440 (if calling within Germany), or by DSN: 468-7440

Applications may be sent by email to [Bavaria.Applicants@eu.dodea.edu](mailto:Bavaria.Applicants@eu.dodea.edu).

For further information on the Bavaria District HR Office, please contact 0981-813-414/415

**HEIDELBERG DISTRICT HR OFFICE, HEIDELBERG, GERMANY**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-HEIDELBERG DISTRICT  
UNIT 29237  
ATTN: HUMAN RESOURCES OFFICE  
APO AE 09102-9237

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-HEIDELBERG DISTRICT  
ATTN: HUMAN RESOURCES OFFICE  
GETTYSBERG, GEB 4517  
PATRICK HENRY VILLAGE  
69124 HEIDELBERG, GE

Applications can be faxed to commercial (49) 6221-677331 (if calling from outside of Germany) or 06221-677331 (if calling within Germany)

Applications may be sent by email to [Heidelberg.Applicants@eu.dodea.edu](mailto:Heidelberg.Applicants@eu.dodea.edu).

For further information on the Heidelberg District HR Office, please contact 06221-677322

**ISLES DISTRICT HR OFFICE, FELTWELL, UNITED KINGDOM**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-ISLES DISTRICT  
ATTN: HUMAN RESOURCES  
UNIT 5185, BOX 470  
APO AE 09461-5470

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-ISLES DISTRICT  
ATTN: HUMAN RESOURCES  
BUILDING 30, RAF FELTWELL  
NR. THETFORD  
NORFOLK IP26 4HL  
UK

Applications can be faxed to commercial (44) 1638-527-037 (if calling from outside of UK) or 01638-527-037 (if calling within UK), or by DSN: 226-7037

Applications may be sent by email to [Isles.Applicants@eu.dodea.edu](mailto:Isles.Applicants@eu.dodea.edu).

For further information regarding the Isles District HR Office, please call 01638-52-7333

**KAISERSLAUTERN DISTRICT HR OFFICE, KAISERSLAUTERN, GERMANY**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-KAISERSLAUTERN DISTRICT  
UNIT 3405  
ATTN: HUMAN RESOURCES OFFICE  
APO AE 09021

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-KAISERSLAUTERN DISTRICT  
ATTN: HUMAN RESOURCES OFFICE  
KAPAUN AIR STATION, GEB. 2786  
67663 KAISERSLAUTERN, GE

Applications can be faxed to commercial (49) 631-98762 (if calling from outside of Germany) or 0631-98762 (if calling within Germany).

Applications may be sent by email to [Kaiserslautern.Applicants@eu.dodea.edu](mailto:Kaiserslautern.Applicants@eu.dodea.edu).

For further information regarding the Kaiserslautern District HR Office, please call 0631-536-7013 or DSN 489-7013

**MEDITERRANEAN DISTRICT HR OFFICE, VICENZA, ITALY**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-MEDITERRANEAN DISTRICT  
UNIT 31401, BOX 11  
ATTN: HUMAN RESOURCES OFFICE  
APO AE 09630-0011

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-MEDITERRANEAN DISTRICT  
ATTN: HUMAN RESOURCES OFFICE  
VIALE DELLA PACE, EDIFICIO 307  
36100 VICENZA, ITALIA

Applications can be faxed to commercial (39) 0444-71-8721 or by DSN: 634-8721

Applications may be sent by email to [Mediterranean.Applicants@eu.dodea.edu](mailto:Mediterranean.Applicants@eu.dodea.edu).

For further information regarding the Mediterranean District HR Office, please call (39) 0444-71-8038 or DSN 634-8038

IF YOU ARE AN ELIGIBLE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) APPLICANT, YOU MUST SUBMIT THE NARRATIVE RESPONSE TO THE RANKING FACTORS, PROOF OF ELIGIBILITY, AND YOUR MOST RECENT PERFORMANCE APPRAISAL.

APPLICATIONS RECEIVED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT RECEIVE CONSIDERATION, AND APPLICANTS ARE REMINDED OF THE LEGAL PROHIBITION AGAINST THE USE OF SUCH ENVELOPES OR OTHER GOVERNMENT PROPERTY FOR OTHER THAN OFFICIALLY APPROVED ACTIVITIES. THESE PROHIBITIONS ARE CONTAINED IN 5 USC 735.205, 39 USC, AND 18 USC.

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NON-AFFILIATION, MARITAL STATUS, RACE, COLOR, CREED, GENDER, AGE, SEXUAL ORIENTATION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY OR ANY OTHER NON-MERIT FACTOR. REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.