Announcement Number | SA19674794H
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**Position Title & Grade**: Civilian Pay Technician, KGS-0544-7
**Opening Date**: 25-Jun-2019
**Closing Date**: 1-Jul-2019
**Organization**: Travel, DAC Pay and CSR Division, Army Finance Accounting Services-Korea, APO AP 96271
**Duty Location**: Pyongtaek

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**PAY RANGE**:  
KGS-07: Between 20,727 won and 29,901 won  

**TOUR OF DUTY**: 40 hours per week  

**AREA OF CONSIDERATION**: All current USFK KN employees serviced by Civilian Human Resources Agency, Far East Region (CHRA-FE).

NOTE: 1. Relocation allowance will NOT be authorized for the selectee from outside the commuting area. 2. For Area I & II applicants: Selectee for this position may be eligible for relocation allowance if applicable and all requirements in paragraph 8-13 (Relocation Allowance) of USFK regulation 690-1 are met. Under the Yongsan Relocation Plan (YRP), individual moves of the selectee from Area II to other Areas will be authorized by the YRP moving services processes as stipulated in Civilian Human Resources Transformation Guidance.

**MAJOR DUTIES**:  
KGS-07: Performs all duties and responsibilities of the Defense Civilian Payroll System (DCPS) Program Manager (PM) and Customer Service Representative (CSR) for the installation and serviced tenants. Is responsible for providing over the counter and liaison service between civilian employees, timekeepers, supervisors, resource managers, CPAC, and DFAS. Liaison and coordination is performed with DFAS for Civilian Pay Financial Reporting systems compatibility and all phases of civilian personnel pay system controls and maintains security access to the system. Serves as a central point to receive documents that affect payroll accounts and to distribute various reports. Maintains DCPS files and tables, performs local record keeping, and provides customer services to civilian employees. Receives, maintains and adjusts individual time, leave, and pay accounts for civilian employees. Accounts are characterized by a variety of types of pay entitlement to both regular and irregular working hours, applicable differential, premium pay, overtime computations, deductions, etc. and frequent retroactive adjustments. Performs other duties as assigned.

**QUALIFICATION REQUIREMENT**:  
KGS-07: One year of specialized experience at KGS-06 or the equivalent.
SPECIALIZED EXPERIENCE: Experience which has equipped the candidate with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position. To be credited, specialized experience must have been at least equivalent to the next lower grade level.

ENGLISH LANGUAGE COMPETENCY: The approval of management panel to determine English conversational skill is required.

HOW TO APPLY: Applicants must submit an Application for Employment (USFK Form 130EK) to the e-mail address below. USFK Form 130EK is available at the website, https://knrs.chra.army.mil. The e-mail subject line must contain the announcement number for which the applicant is applying for. If you apply for multiple positions, you must submit separate application and e-mail for each vacancy.

It is your responsibility to verify that information entered on your application form is completed, accurate. Applications that are not completed, incorrect will not be considered. Supporting documentation (certificates for experience and education, required licenses, etc.) should be provided when requested, and failure to provide the requested documentation will result in non-consideration.

WHERE TO APPLY:

e-mail: usarmy.henry.chra-fe.mbx.knrs-notifications@mail.mil

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity, in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing CHRA/HRO/CPF or HQ USFK, CPD, ATTN: FKCP, Unit #15237, APO AP 96271-5237.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact Civilian Personnel Advisory Centers: Area I&II CPAC 0503-357-2231 (DSN: 757-2231), Area III CPAC 053-470-6843 (DSN: 768-6843), Area IV CPAC 053-470-7294 (DSN: 768-7294).