KN VACANCY ANNOUNCEMENT
CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION

<table>
<thead>
<tr>
<th>Announcement Number</th>
<th>SA19682909H</th>
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<tr>
<td>Position Title &amp; Grade</td>
<td>Maintenance Clerk, KGS-0303-05</td>
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<tr>
<td>Opening Date</td>
<td>21-June-2019</td>
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<td>Closing Date</td>
<td>27-June-2019</td>
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<td>Organization</td>
<td>Automotive Maintenance Branch, Maintenance Division, Log Readiness Center-Camp Humphreys, 403rd Army Field Support Brigade, US Army Sustainment Command, APO AP 96271</td>
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<td>Duty Location</td>
<td>Pyongtaek, Korea</td>
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**PAY RANGE:**

KGS-05: Between 16,642 Won and 23,866 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

NOTE: 1. Relocation Allowance will NOT be authorized for the selectee from outside the commuting area. 2. For Area 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-05: Carries out a variety of duties involved in (1) providing clerical and administrative support of the maintenance operations following prescribed rules, methods and procedures; (2) maintaining administrative coordination with various shop personnel having maintenance responsibility over various equipment to ensure appropriate control and efficient operation; and (3) performing interpreting and translating duties of a non-technical nature as required. Receives, screens and processes individual job orders, indicating necessary work to be accomplished as well as supporting justifications preparatory to repair and maintenance of equipment; records and maintains control board, reflecting various information as to the status of progress and overall production trends in terms of workload accomplishments; initiates and prepares various recurring and special reports for submission to higher headquarters which require compilation and adaptation of data and information, selection and consolidation of feeder material, preparation of justifications and narrative statements and detailed arithmetical computations to develop figures as to the cost of labor, repair parts and damages caused by motor vehicle accidents; and maintains a complete and up-to-date technical library for the shop operations. Maintains administrative coordination with various shop personnel having maintenance responsibility over such equipment as wheeled vehicles, office machines and
appliances, electronic devices and equipment, armament and other items and equipment, distributing work orders received, contacts and obtains reports and information from various shops and sections regarding the current status of progress, repair parts and supplies used, backlog of work orders, and other related matters; meets visitors and provides information which frequently consists of some technical questions and answers; and provides general administrative and clerical services in the evacuation/disposition of items and equipment. Performs interpreting and translating duties during subsequent discussion, meeting and questions or answer period for both military and civilian personnel. In addition, types a variety of correspondence, reports, letters, transmittals and other related materials. Performs other duties as assigned.

QUALIFICATION REQUIREMENT:

EXPERIENCE: One year of specialized experience at grade level of KGS-4 or 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.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Successfully completed education of four years above the high school level in a ROKG authorized or recognized college, university may be substituted for the experience required at grade KGS-5.

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: Applications should be sent to CHRA-FER, e-mail: usarmy.henry.chrai-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 III CPAC 0503-357-2231 (DSN: 757-2231) & Area IV CPAC 053-470-7294 (DSN: 768-7294).