KN VACANCY ANNOUNCEMENT
CIVILIAN HUMAN RESOURCES AGENCY
FAR EAST REGION

Announcement Number | SN19718981H
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Position Title & Grade | Recreation Assistant, KGS-0189-4
Opening Date | 25 Jun 2019
Closing Date | 1 Jul 2019
Duty Location | Pyongtaek

**PAY RANGE:** Between 14,552 Won and 20,777 Won

**TOUR OF DUTY:** 20 hours per week (Part time)

**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:** Serves as a Recreation Assistant performing one or more of the following functions:
1. Performs routine clerical work to provide assistance to recreation specialist on the basis of specific instruction. Receives telephone calls and visitors and provides general information of recreation activities as operated; provides customers with information on points of scenic interests in Korea, bus and train schedule, resorts and current entertainment facilities; maintains recreational equipment and tools, catalogues, phonograph records; issues recreational instruments and tools to authorized personnel and checks in items issued; makes inventory of supplies; and makes minor repairs to furniture and recreational instruments.
2. Performs work involved in assisting recreation specialist of higher grade in leading individual portions of the overall arts and crafts program. Performs a variety of tasks concerned with the nontechnical aspects of shop operation: keeps records; files material; stores tools, equipment and supplies; and operates a check-out and check-in system to ensure the safekeeping, proper issue, and return of equipment. Is responsible for ensuring cleanliness of area. Observes and enforces safety rules.
3. Performs work involved in assisting recreation specialist of higher grade in leading one or more indoor and outdoor sports such as baseball, football, basketball, tennis, ping-pong and horseshoes. Receives and issues sports equipment, maintaining logbook and obtaining signatures from users. Performs various minor repairs to sports equipment such as gloves, rackets, nets and balls using machines or hand tools. Maintains playgrounds or courts in a proper operational condition, supervising a group of laborers. Keeps scores on individual games, as necessary. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**EXPERIENCE:** One year of general experience.

**GENERAL EXPERIENCE:** Progressively responsible work which indicates ability to acquire the
knowledge, skills, and abilities (KSAs) needed to perform the duties of the position to be filled.

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

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Successfully completed education of two years above the high school level in a ROKG authorized or recognized college, university may be substituted for the experience required at grade KGS-4.

**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](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 Human Resources Agency - Far East Region 0503-363-4657 (DSN: 763-4657)