

**Civilian Personnel Office
52d Force Support Squadron
United States Air Force
Spangdahlem Air Base, Germany**

Announcement Number: 119/2023

Opening Date: 8 Dec 2023

Closing Date: open until filled

**Internal and external Non-US Vacancy Announcement for LN applicants
Interne und externe Stellenausschreibung für nicht-amerikanische Bewerber
(IAW USAFE-AFAFRICA I 36-113)**

Area of Consideration: Area II – All organizations serviced by the Spangdahlem Civilian Personnel Section and external applicants

Please post announcement on your bulletin board

POSITION TITLE: *Human Resources Assistant (m/f/d)*

REMARKS: *permanent*

GRADE: C-0203-05/5A

WORK HOURS: 38.5 h per week. (On principle, this position would also be suitable for part-time employment.)

ORGANIZATION: 52 FSS/FSCL

LOCATION: Spangdahlem

On principle this position is also suitable for severely handicapped personal.

MAJOR DUTIES:

The primary purpose of this position is to provide human resource assistance to the Civilian Personnel Office, the installation Education Office as well as the base and the GSUs.

- **Payroll Liaison Functions:** Acts as the coordinator between employees, supervisors, organizations, Civilian Personnel Office and Defense Cost Office. Resolves discrepancies by contacting individuals and appropriate agencies to supplement and verify information as required. Screens all incoming travel vouchers for accuracy and supporting documents. Assists employees where necessary. Checks monthly time and attendance reports for completeness and accuracy. Verifies validity of signature cards. Research problems connected with pay and payroll computation, annual and sick leave, travel expenses, overtime, Sunday and holiday work, time and attendance reporting, issue of certificates group life insurance and similar subjects, requiring a good knowledge of pertinent laws, tariff provisions, directives, regulations and procedures and provides instructions.
- **General Administrative and Personnel Support Duties:** Functional Area Records Manager (FARM). Acts as the Civilian Personnel FARM responsible for the correct set-up and disposition of the office file plans. Establishes, maintains, and disposes of office records/files in accordance with regulations and procedures. Prints, creates, and updates file plans in the Air Force Information Management System (AFRIMS). Upon request and based on exit evaluation questionnaire submitted by supervisor, prepares testimonies based on current position description's duties/responsibilities in German as well as English version for Local National employees.
- **Training Liaison Function:** Acts as the liaison regarding training attendance of Local National employees between the installation Education Office and the local works council. Receives training attendance information from the Education Office and prepares works council (WC) notification. Ensures timely submission of the notification to the works council. After concurrence received from the WC, submits WC notification to the installation Education Office for filing with the individual training record; a copy of the notification stays at CPO.

- **TDY Orders/One-Day Duty Travel:** Serves as the expert regarding LN Temporary Duty Travel for inquiries of the installation Education Office and the different organizations. Receives and checks for correctness of TDY orders (DD 1610) for different types of Temporary Duty Assignments outside of the permanent duty location (like site visit, command works council orders, etc.) for Local National (LN) employees. Maintains a control log for TDY orders relating to LN TDYs in accordance with established regulations/instructions.
- **Translation:** Translates from German into English and vice versa a variety of documents, to include correspondence, bulletins, announcements, and other material pertaining to personnel administration requiring a certain knowledge of subject matter and familiarity with applied technical terminology.

For further details and review of the position description contact the Civilian Personnel Section, Bldg. 151, Spangdahlem Air Base.

QUALIFICATION REQUIREMENTS/QUALIFIZIERUNGSANFORDERUNGEN:

- **Education and Training Level II b:** Completed apprenticeship with certificate of completion in an occupation that is related to the position for which considered.
OR
- **Education and Training Level III a:** Intermediate secondary school diploma PLUS a completed apprenticeship with certificate of completion in an occupation that is related to the position for which considered.

Creditable higher-level education is also acceptable as long, as closely related to the position for which considered.

Experience requirements:

For pay grade	C-05	C-5A
With E&T Level II b:	2 years	3 years
With E&T Level III a:	none	1 year

Substitution: none

Proficiency Requirements:

- Very good command of the German Language.
- Excellent command of the English language (reading, writing, conversational) ELP III (passing score - 85 %)
- Ability to translate from German to English and vice versa. – Advanced skills required –
- Computer skills: MS Office (Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents.) – Excellent computer skills required -
- Advanced knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports is required.
- Must be in possession of a valid German Driver's license Class B in order to sign in, pick up and escort potential applicants and other official visitors to the Civilian Personnel Section.

Other requirements:

- Must be able to obtain ESTA/visa for TDY to CONUS or other countries requiring a VISA.

HOW TO APPLY/BEWERBUNG:

Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10- if currently employed) and any **supporting documents** must be turned in to the Civilian Personnel Office, Bldg. 151, 54529 Spangdahlem or sent via email to 52fss.spang.jobs@us.af.mil. All applications **must be received** by the closing date of the announcement. For further detailed information please call DSN 452-6080 or Commercial 06565-61-6080 (08:00 – 16:00, closed Tuesday afternoon) or check our website: <https://www.52fss.com/home/document-manager/civilian-personnel-section>.

The application cannot be considered if supporting documents are missing.

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier, Phone: 0651-9494-0, Fax: 0651-9494-170

The application cannot be considered if supporting documents are missing./Ohne die entsprechenden Zeugnisse/Nachweise kann die Bewerbung nicht berücksichtigt werden.

Interview Travel Expenses will not be reimbursed./Vorstellungskosten werden nicht erstattet.