

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

Announcement Number: 19/2024

Opening Date: 20 Feb 2024  
Closing Date: open until filled

Internal and external Non-US Vacancy Announcement  
(IAW USAFE-AFAFRICA 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:** Administrative Assistant (Office Automation) (m/f/d)

**GRADE:** C-0303-4a/5

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

**ORGANIZATION:** DeCA Commissary

**LOCATION:** Spangdahlem

**REMARKS:** May be subject to shift work, irregular tour of duty and weekend work.

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

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**MAJOR DUTIES:**

The primary purpose of this position is to perform a variety of store-level work associated with accounts and price maintenance. Incumbent may also be assigned supply clerical duties.

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

**QUALIFICATION REQUIREMENTS:**

**Education and Training Level IIb\***- Completed apprenticeship with certificate of completion in a commercial/administrative occupation

**Education and Training Level IIIa\***- Intermediate secondary school diploma plus completed apprenticeship with certificate of completion in a commercial/administrative occupation

**Creditable Experience Requirements:**

Grade	E&T Level II	E&T Level III
C-4a	1 year	none
C-5	2 years	none

\*Description of Education & Training (E&T) Levels can be found in USAFE-AFAFRICA 36-103.

**PROFICIENCY REQUIREMENTS:**

- ELP Level 3 (passing score: 85 %): Excellent command of the English and German language is required.
- Computer skills: MS Office
- Driver's license: Class B desired

**OTHER SIGNIFICANT REQUIREMENTS:**

- Occasional walking, stooping, bending, and carrying and lifting of items weighing up to 25 pounds.

**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](mailto: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/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), Trier.