

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

Announcement Number: 77/2023

Opening Date: 17 Aug 2023
Closing Date: open until filled

Internal and external Non-US Vacancy Announcement
(IAW USAFE-AFAFRICAI 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: Teller (m/f/d)

GRADE: T-0530-04

WORK HOURS: 32 hours per week

ORGANIZATION: DeCA Commissary

LOCATION: Spangdahlem

REMARKS: May be subject to work uncommon tours of duty including weekends and evenings.

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

MAJOR DUTIES:

The purpose of this position is to control and account for all funds received and deposit daily part of commissary store operations. Counts change fund, sets up cash drawers for front end personnel, and verifies the accuracy of each drawer. Turns on the master cash control processor and sets up the office terminals for the day's business. Operates and, as required, reboots the store cash register terminals. Loads money tills into self checkout registers. Receives funds from the cashiers in the form of paper currency, coins, checks, redeemable coupons, food stamps, and occasionally, offline credit card transactions. May provide on-the-job training to other office personnel. As needed, performs the duties of sales store checker.

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 retail occupation.

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

PROFICIENCY REQUIREMENTS:

- ELP Level 2 (passing score: 65 %) required; ELP Level 3 (passing score 85%) desired: Good command of the English and German language is required.

- Driver's license: Class B desired
- Knowledge of computer systems sufficient to effectively carry out daily assignments.

OTHER SIGNIFICANT REQUIREMENTS:

- Skill in working with numbers to be able to reconcile accounts and skill in handling cash and cash-like instruments. Skill in operating a calculator.
- The work is primarily sedentary but does include some standing, walking, and occasional bending.
- May be required to lift and/or carry money boxes or bags.

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/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