Consolidated Civilian Personnel Flight
435th Mission Support Squadron (USAFE)
United States Air Force
Ramstein Air Base, 66877 Ramstein

MERIT PROMOTION AND PLACEMENT PROGRAM - INNERBETRIEBLICHES AUFSTIEGSPROGRAMM
(IAW USAFEI 36-713)

Area of Consideration: Comprises all organizations of the US Forces within Germany.

VACANCY ANNOUNCEMENT: **1327&1328/04**
2 Positions – Job Share
Part-Time 20 hrs pw each

OPENING DATE: 1 Oct 2004
CLOSING DATE: 14 Oct 2004

POSITION TITLE: **Library Technician (OA)**

GRADE: C-4a **Buechereiangestellte(r) (Buerokomm.)**
Teilzeit 20 Std. pro Woche

ORGANIZATION: **435 SVS / SVMG – Ramstein Base Library**

LOCATION: **Ramstein AB, Kaiserslautern & Landstuhl Area**

The purpose of this position is to use library technology to access bibliographic information, transcribe information from hard copy to the computerized master data base and serve as a typist to update information.

For further details, position description is available for review at Civilian Personnel Flight, Bldg. 2120, Room 307, Ramstein Air Base.

QUALIFICATION REQUIREMENTS:

EDUCATION & TRAINING: E&T Level 2 - completed commercial /administrative apprenticeship or commercial school, or Mittlerer Bildungsabschluss or equivalent level of education.

EXPERIENCE REQUIREMENTS: For paygrade C-4a - **6 months general experience** (any office experience)

Substitutions for E & T levels and/or experience are outlined in USAFEI 36-703

PROFICIENCY REQUIREMENTS: ELP 3 – Intermediate English Language Proficiency Level (understand both detailed oral instructions and basic written instructions or guidelines, and be able to provide both detailed factual oral information and basic factual written information) and a good command of the German language is required.

OTHER:

a. Must be able to use data processing equipment.
b. Subject to work irregular tour of duty, involving nights, weekends and holidays.
c. May be required to lift moderately heavy boxes of books, mail bags, etc.

HOW TO APPLY: Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10) must be turned in to Civilian Personnel Flight, Bldg. 2120, Room 307 or mailed to 435 MSS/DPCN, Unit 3220, Box 365, APO AE 09094-365 / Civilian Personnel Flight, Bldg. 2120, Room 307, 66877 Ramstein-Miesenbach, Germany. All applications must be RECEIVED by the closing date of the announcement. For further detailed information please call DSN 480-5362 or Commercial 06371-47-5362 (08:30 - 15:00 hours).

Non-US listings Recording: 06371-47-2742, DSN 480-2742
Non-US listings are available through the internet: http://www.ramstein.af.mil/435mss/cpo

If the application form is not completed entirely or supporting documents are not attached, it cannot be considered.