

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: 1355&1356/2004
(Two Positions)**

**OPENING DATE: 13 Oct 2004
CLOSING DATE: 26 Oct 2004**

POSITION TITLE: OFFICE AUTOMATION CLERK / Part Time Work
These positions will be filled temporary for one year

GRADE: C-4a BUEROANGESTELLTE (BUEROKOMMUNIKATION) / Teilzeitbeschaeftigung
Diese Positionen werden befristet fuer ein Jahr besetzt

ORGANIZATION: DLA, DDC, Defense Distribution Depot Europe, Issue Division

LOCATION: Germersheim

The purpose of this position is to perform a wide variety of general administrative and office automation tasks in support of the employing organization.
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 apprenticeship in an administrative or trade field, Mittlerer Bildungsabschluss, or equivalent level of education an training.

EXPERIENCE REQUIREMENTS: For paygrade C-4a: **6 months general experience** (any type of work or activity of an applicant that has provided the basic knowledge, skills, and abilities needed to successfully perform the major tasks of the position for which considered)

SUBSTITUTIONS FOR E&T LEVEL AND/OR EXPERIENCE AS OUTLINED IN USAFEI 36-703.

PROFICIENCY REQUIREMENTS: ELP Level 3 - Intermediate English Language Proficiency Level and a good command of the German language are required.

OTHER: Position requires an uncommon tour of duty, i.e. 10 hours per week which are required on a so-called "on-call" tour of duty, to include work on Saturday.

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:

<https://wwwmil.usafe.af.mil/bases/ramstein/435mss/cpo/cpo.html>