



**FEDERAL JOB OPPORTUNITY BULLETIN
RAMSTEIN AB CIVILIAN PERSONNEL OFFICE**

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| POSITION: Transportation Assistant, GS-2102-05 | ANNOUNCEMENT NUMBER: BM-04AUG0010910 |
| AGENCY: Department Of The Air Force | OPENING DATE: 9 September 2004 |
| ORGANIZATION: 726 AMS/TRP | CLOSING DATE: Open Until Filled. Cutoff Every Thursday By COB. 1 st Cutoff 16 September 2004. |
| DUTY LOCATION: Rhein-Main AB, Germany | RECRUITMENT CATEGORIES: 1, 2, 3A, 3B, 3C, 3D |
| AREA OF CONSIDERATION: Federal Wide | SALARY: \$24,075 PA (Step 1)-\$31,302 (Step 10) |

DESCRIPTION OF DUTIES: The primary purpose of this position is to provide customer service for DoD eligible travelers utilizing Air Mobility Command aircraft for official and or leisure travel. This includes assisting passengers with reservations to check-in for their flight (providing baggage tags and boarding passes) and, to verify eligibility and select space available travelers for flights with open seats. Daily customer contact includes personal and telephonic conversations, handling of baggage and money collection.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):

1. Familiarity of transportation regulations, procedures, and operations in order to perform transportation support duties and responsibilities.
2. General computer operation knowledge. A qualified typist is not required.
3. Knowledge of one or more automated transportation databases.
4. Ability to handle money transactions with customers and co-workers.
5. Knowledge and or skill in operating airport safety machines (baggage x-ray machines and passenger magnetometer machines).
6. Interpersonal skills highly desired. Must be able to communicate orally, and be courteous and responsive to the needs of the passengers.

PHYSICAL DEMANDS: Physical effort will require prolonged standing, walking, bending, or sitting in passenger check-in centers. Incumbent should be able to lift up to 100 pounds for the purpose of handling baggage. Pre-Employment physical needs to be accomplished upon selection to position.

OTHER SIGNIFICANT FACTS: The employee may be required to work other than normal duty hours, which may include evenings, weekends, and or holidays. Shift work may be required. Position may require access to firearm or ammunition.

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification Standard for General Schedule. One (1) year of specialized experience equivalent to at least GS-04.

EDUCATION SUBSTITUTION: Four (4) years above high school.

COMBINING EDUCATION AND EXPERIENCE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

INDIVIDUALS HIRED LOCALLY WILL NOT BE AUTHORIZED LIVING QUARTERS ALLOWANCE (LQA), REGARDLESS OF ELIGIBILITY.

REQUIRED APPLICATION FORMS: Please refer to the Ramstein Application Packet provided in the Civilian Personnel Office room 123 or to the web site at www.ramstein.af.mil/435mss/cpo

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

HOW TO APPLY: Applications must be turned in to the Ramstein CPO, Bldg 2120, Room 123 between 0800 and 1600, Monday-Friday by the closing date of the announcement OR mailed to 435 MSS/ DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and POSTMARKED by the closing date of the announcement.

POINT OF CONTACT: Customer Service Counter, DSN 480-7092 or commercial 06371-47-7092.

PLEASE SEE REVERSE