



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

POSITION: Materials Handler, WG-6907-05 Temporary NTE 31 July 2005	ANNOUNCEMENT NUMBER: TC-04JUN948694
AGENCY: Department of the Air Force	OPENING DATE: 15 October 2004
ORGANIZATION: 723 AMSS/TRKS	CLOSING DATE: 21 October 2004
DUTY LOCATION: Ramstein AB, Germany	RECRUITMENT CATEGORIES: 1
AREA OF CONSIDERATION: Europe Wide	SALARY: \$13.98 (step 1) – 16.32 (step 5)

If you previously applied under this announcement number, you do not need to reapply. Your application is still in consideration.

DESCRIPTION OF DUTIES: The primary purpose of this position is to provide materials handler support for the processing and handling of shipments. Performs various tasks involved in receiving incoming items to include handling the receipt and storage of hazardous cargo shipments in accordance with operating instructions and established warehouse procedures. Performs work involved in storing, inventorying and readying items for shipments.

KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Ability to receive unloads and stores items, checking against receiving documents to assure proper quantity.
- (2) Knowledge of the methods used in processing, handling and storing of materials in a freight facility.
- (3) Ability to log or annotate receipts storage, shipment and issue data on appropriate forms.
- (4) Knowledge of warehouse plans, documentation requirements and accepted warehousing methods, procedures and techniques.
- (5) Ability to prepare inventory and production reports, screen and identify shipping and receiving documents for discrepancies and direct shipments to shipping and storage areas.
- (6) Ability to understand and follow oral or written instructions to accomplish tasks in a warehouse environment.
- (7) Ability to use manual or mechanized equipment to move, stacks and positions materials and equipment.
- (8) Ability to organize, arrange and remove shipments in storage areas in accordance with established procedures to prevent damage, deterioration and loss.
- (9) Knowledge of inventory reporting and methods used in tallying types and quantities of items against receiving and shipping documents.
- (10) Ability to count and list quantity of items.
- (11) Skill in the use of automated material processing equipment and systems.
- (12) Ability to operate a forklift.

OTHER SIGNIFICANT FACTS:

- (1) May be required to work other than normal duty hours, which may include shifts, evenings, weekends, and/or holidays.
- (2) Overtime may be required.
- (3) The work may require the employee to drive a motor vehicle. An appropriate, valid driver's license may be required for the position.
- (4) Permanent Change of Station costs will not be paid.
- (5) Pre-appointment physical required.

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification standard for FWS Job Grading Standard, X-118C.

NORMALLY INDIVIDUALS HIRED LOCALLY WILL NOT BE AUTHORIZED LIVING QUARTERS ALLOWANCE (LQA). HOWEVER, IF YOU CURRENTLY RECEIVE OVERSEAS BENEFITS TO INCLUDE LQA, A FINAL DETERMINATION OF CONTINUATION OF THOSE BENEFITS WILL BE MADE AT TIME OF TENTATIVE SELECTION BASED ON BOTH POSITION AND PERSONAL 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 and received by the closing date of the announcement.

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

PLEASE SEE REVERSE