



<b>JOB TITLE</b>	HR Assistant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N941 Human Resources
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR19-0096
<b>SALARY RANGE</b>	\$12.00 - \$15.00 Hourly Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Friday, February 1, 2019
<b>CLOSING DATE</b>	Tuesday, February 12, 2019
<b>SERIES &amp; GRADE</b>	NF-0203-03
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Yokosuka, Japan
<b>WHO MAY APPLY</b>	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

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### **JOB SUMMARY**

The purpose of this position is to perform human resource and administrative support functions requiring knowledge of civilian human resources functions and processes involving human resource and benefit transactions.

### **DUTIES AND RESPONSIBILITIES**

Performs administrative and technical support work in a variety of personnel functions. Processes the full range of personnel actions for craft and trade and pay band Non-appropriated fund (NAF) employees involving a variety of occupations. Examines request for personnel actions, verifies all entries by performing a procedural and technical review of proposed actions to assure correctness of entries and cited authority. Processes new appointments. Interviews employees to obtain data to complete appointments forms or instructs individual in completing forms such as health benefits registration, life insurance, designation of beneficiary, tax certificates, clearance and investigation data. Computes and flags due dates for various types of personnel actions, i.e., within grade increase, conversions, performance appraisals, expiration date of temporary appointment, salary retention period, etc. Verifies employment. Processes requests for Personnel Actions (SF-52s). Ensures supporting documents are complete and attached to SF-52 (e.g. job descriptions, set of duties, etc.). Provides assistance to customers on applicable procedures, instructions, and regulations. Monitor status on pending actions. Reviews personnel action requests for correctness of position numbers and organizational data. Retrieves data for reports. Provides information on status of personnel actions to operating officials. Determines necessary documents needed to support transactions and ensures they are included in the action and OPF. Establishes and/or maintains OPF, including consolidation with prior service records. Obtains original OPF from records center of other activity as required. Conducts new employee orientation. Provides brochures, e.g., health/life insurance, and explains retirement provisions, hours of work, leave accrual, health and life insurance options, local facilities, standards of conduct, EEO, etc. Answers employee questions. Ensures benefit enrollments are completed timely and accurately and contain necessary certifications. Assists employees in preparing documents necessary for background investigations, (NACIs) etc. Assists new employees in completing required appointment forms, e.g., Designation of Beneficiary, W-4, etc. Assists in special projects by gathering data from files and automated systems, and extracting information from official personnel folders. Compiles in prescribed format and forwards to supervisory for consolidation. Authenticates personnel data reflected on various forms. Gathers background information on issues, researches current policy as it relates to the issue, and determines related trends that may impact the issue at hand. Makes recommendation of necessary action based on research. Expedites flow of information and communications. Utilizes an in-depth knowledge of regulations, policies, and procedures to answer employee questions on a variety of personnel issues. Reviews personnel action requests on applications for accuracy, resolves discrepancies, and completes missing information. Determines benefit eligibility, creditable service, (e.g., SCDs) and follows up on suspense actions, (e.g., probationary and trial periods, etc). Ensures necessary signatures and documents needed are present, complete and arranged in proper sequence, and those necessary steps are taken for subsequent routing and filing. Inputs information in to the automated personnel system in a timely

manner and ensure accuracy of all salary and pay adjustments. Provides information on vacancy announcements to BUPERS employees and outside applicants. Coordinates interviews which includes making airline reservations and hotel accommodations for out of state/country interviewees and prepares interview packages for the rating panel. Conducts reference checks on applicants. Prepares and distributes offer letters and non-selection letters. Coordinates release/report dates of new employees. Composes and types Vacancy Announcements for distribution by mail or e-mail within area of consideration. Prepares advertisement for publication in newspapers requested by the respective departments. Maintains case files for each Vacancy Announcement. Receives visitors and telephone calls; tactfully obtains information about purpose of call or visit; determines if matter can be handled personally; referred to another individual or office, or if it required supervisor's attention. Exercises discretion in determining whether visitor or caller is entitled to receive requested information. Types a variety of materials using a computer from rough draft or clean copy with responsibility for format, spelling, punctuation, arrangement, and spacing of material. Sets up and maintain databases, spreadsheets and centralized files. Maintains files consisting of reports, letters, notices, and instructions. Screens and purges files as needed to remove obsolete or irrelevant material. Prepares TDY and PCS travel orders for both APF and NAF; arranges travel schedule, itineraries and makes reservations. Determines and computes per diem rates, Temporary Living Quarters Allowance (TQSA), miscellaneous expenses, etc. Coordinates with moving company on new employee's movement of household goods in connection with PCS moves. Performs other related duties as assigned.

### **QUALIFICATIONS REQUIRED**

The incumbent must be a qualified typist and have at least one (1) year of work experience or higher level education that demonstrates the ability to perform the duties of the position.

Knowledge of an extensive body of personnel processing rules, procedures or operations.

Skill in oral expression to explain processes and procedural matters and provide basic program information.

Knowledge of office file arrangement and the purpose and content of documents in the file, including OPFs, the ability to file and retrieve information and maintain suspense records in accordance with office filing procedures.

Knowledge of steps and procedures used to process personnel documents.

Skill in fact finding and researching files to find relevant information and to logically organize and report on collected information.

Ability to make decisions, resolve problems or discrepancies based on knowledge of personnel processing rules, regulations, and procedures.

Ability to understand and provide basic program information.

Knowledge of personnel processing language, procedures and options to process a full range of recurring types of official personnel actions.

Knowledge of office file arrangement and the purpose and content of documents in the file, and ability to file and retrieve information and maintain suspense records in accordance with office filing procedures.

Familiarity with and ability to type and use a computer including an automated personnel system, Word, Excel, Spreadsheets, Database, etc.

Knowledge of personnel and staffing standardized rules, procedures terminology, or requirements related to personnel action processing activities and skill in applying these knowledges to work situations.

Knowledge of formats, punctuation, grammar, and clerical steps to process and prepare correspondence and documents in an accurate manner.

Ability to make decisions, resolve problems or discrepancies based on knowledge of personnel processing rules, regulations, and procedures.

Basic knowledge of local personnel activities to perform routine clerical tasks.

### **CONDITIONS OF EMPLOYMENT**

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

## OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to [MWR\\_Recruitment@fe.navy.mil](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

## HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

## BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

## HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

Or send via email to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

Or mail to: Commander Navy Region Japan  
NAF Human Resource Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwryokosuka.com/jobs> to find a sample resume format and information on Military Spouse Preference.

Please direct inquiries to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

## REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4).
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50.

## AGENCY CONTACT INFO

Commander Navy Region Japan  
NAF Human Resources Office (N941)  
PSC 473 Box 12  
FPO AP 96349-0001

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

## WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.