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| KN vacancy announcements |
| **Kunsan Civilian Personnel Flight** |
| **As of 29 May 2024** |

**HOW TO APPLY:** All current USAF employees serviced by Osan Civilian Personnel Office desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.civilian-personnel-flight/> or

<https://www.kunsanfss.com/civilian-personnel/> and forward it through e-mail to  [yong\_mi.kim.2.kr@us.af.mil](mailto:na_won.kim.kr@us.af.mil) or Kunsan Civilian Personnel Office, 8 FSS/FSCA, APO AP 96294-2105.

신청서를 전자 메일 주소, [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil)로 전송할때는 전자메일의 제목란에 공고번호와 공고직책 및 급수를 기재하여 보내져야 합니다.  외부 이메일로 현직자 이동 신청서를 제출할 경우 주한 미공군 네트워크에서 사용이 불가능하여 고려 될수 없는 경우가 발생할수 있으므로 인사처로 신청서 접수 유무를 확인하시기 바랍니다.

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| **APPROPRIATED FUND POSITIONS** |

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| ANN NO. | POSITION & GRADE | | LOCATION | | | WHO MAY APPLY | OPEN | | CLOSE |
| [KAB-AF-10-2024](#KAB_AF_10_2024) | Laborer, Heavy, KWB-3502-03 (1-Full Time) | | Grounds Maintenance, Operations Flight, 8th Civil Engineer Squadron, Kunsan AB. | | | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5). | 29 May 24 | | 7 Jun 24 |
| [KAB-AF-12-2024](#KAB_AF_12_2024) | Utility System Repairer-Operator Senior Leader, KWB-4742-09 (1-Full Time) | | Water Plant Operations, Infrastructure, Operations Flight, 8th Civil Engineer Squadron, Kunsan AB. | | | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5). | 29 May 24 | | 7 Jun 24 |
| [KAB-AF-13-2024](#KAB_AF_13_2024) | Administrative Support Assistant (Office Automation), KGS-0303-05 (1-Full Time) | | Operations Flight, 8th Civil Engineer Squadron, Kunsan AB. | | | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5). | 29 May 24 | | 7 Jun 24 |
| [KAB-AF-14-2024](#KAB_AF_14_2024) | Legal Assistant (Office Automation), KGS-0986-05/06/07 (1-Full Time) | | Staff Judge Advocate, 8th Fighter Wing, Kunsan AB | | | All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5). | 29 May 24 | | 7 Jun 24 |
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| **NON-APPROPRIATED FUND POSITIONS** | | | | | | | | | |
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| ANN NO. | | | POSITION | | LOCATION | WHO MAY APPLY | | | OPEN | CLOSE | |
| [KAB-NAF-32-2023](#KAB_NAF_32_2023) | | | Cook Junior, KWB-7404-03 (2-Part Time) | | Wolf Pack Café, Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB. | All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9). | | | 11 Oct 23 | **30 Sep 24** | |
| [KAB-NAF-38-2023](#KAB_NAF_38_2023) | | | Cook Junior, KWB-7404-03 (1-Part Time) | | Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB. | All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9). | | | 15 Nov 23 | **30 Sep 24** | |
| [KAB-NAF-15-2024](#KAB_NAF_15_2024) | | | Custodial Worker, KWB-3566-02 (1-Part Time), 2nd Issue | | Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB. | All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9). | | | 29 May 24 | 7 Jun 24 | |

***NOTE****: \* This announcement should not be construed to imply that vacancies currently exist. Application will be accepted from eligible candidates and rated and registered in the active file for a period of one year or until placed. Application of qualified candidates will be referred when vacancies become available*

\*\*\*\* For more information, call 782-4526 \*\*\*\*

**구직신청서가 필요한 분은 오산미공군 인사처 웹싸이트에서 다운받으시길 바랍니다.**

**(**<https://www.51fss.com/civilian-personnel-flight/>**)에서 KN Application for Employment (구직신청서 130EK)를 다운 받으실수 있습니다.**

**다른 문의사항은 군산인사처 (063) 470-4526로 문의 바랍니다.**

**PLEASE POST ON BULLETIN BOARDS ACCESSIBLE TO KN EMPLOYEES**

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-NAF-32-2023**](#NAF) OPENING DATE: 11 Oct 2023

CLOSING DATE: **30 Sep 2024**

**POSITION TITLE & GRADE**: Cook Junior, KWB-7404-03 (2-Part Time)

**NOTE:** This is an Open Continuous Announcement that will be used for filling Cook Junior, KWB-03, part-time for located within Kunsan AB until Sept 30, 2024.

**SALARY**: Between 14,602 – 20,780 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Wolf Pack Café, Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).

**NOTE**: 1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.

2. Applicants applying under this vacancy announcement may be converted to full-time without further competition.

3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Assists cooks as required in the preparation and serving of food. Prepares fruits and vegetables by cleaning, peeling and/or cutting. Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish, poultry and fruits and vegetables and other foods. Prepares coffee, tea and other beverage. Operates various mixers, grinders, steam kettles, electrical urns and other powered and mechanical kitchen equipment used in the preparation and service of food. Must be able to read, understand, and execute/make from recipe cards and other sources. Performs other duties as assigned.

OTHER SIGNIFICANT FACTS: Work requires some exposure to soiling of hands by cooking oils or grease. Subject to splashing of water, noise of equipment, colds of refrigerators/freezers and heat of stoves and ovens. Must have and maintain current food handlers card. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment/sharp tools such as knives. Required to work on days, swings or midnight shifts and any day of the week.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS**: One (1) year of general experience is required.

General Experience includes actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

SUBSTITUTION:

1. The following may be substituted for the one (1) year of general experience required.

a. Graduation from high school in a field related to the job for which being considered.

b. Successful completion of a formal training course in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered.

c. Possession of valid license or certificate of competency issued by the ROKG attesting to proficiency as Craftsman (기능사) the trade or craft of the job for which being considered.

**ENGLISH LANGUAGE COMPETENCY**: The American Language Course Placement Test (ALCPT) score of 34 or above and successfully passing the English Comprehension Interview (ECI) is required.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Ability to prepare and cook various foods.

2. Ability to use kitchen utensil and equipment.

3. Knowledge of cooking ingredients.

4. Ability to work effectively with others.

5. Ability to read, write, speak and understand English.

**EMPLOYMENT CONSIDERATION PREFERENCE**: Preference for employment consideration will be given in the following order:

1. All current USFK employees
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Eligible Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea.
4. All other qualified applicants

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor’s travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the PO Box 73, Kunsan Post Office, Kunsan City, Postal Code: 54025.

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: [https://www.51fss.com/civilian-personnel-flight](https://www.51fss.com/cpf)/ or [https://kunsanfss.com/civilian-personnel/](https://kunsanfss.com/civilian-personnel/%20) under Staffing/Employment.

**Applicants will be required to submit certificates of education, experience with tax deductions and license listed on the application. Applicants must give contact telephone number and announcement number on the front page of the application form. Applications must be in English and Korean, each item of the application be completely filled in and properly signed and dated. Failure to comply with these requirements will result in the application being destroyed without consideration. A photocopy of application with original signature will be acceptable.**

**RECEIPT OF APPLICATIONS: Applications submitted within Korea must be received by closing date of announcement to be considered. INCOMPLETE APPLICATIONS WILL BE DESTROYED WITHOUT CONSIDERATION. ALL APPLICATIONS WILL NOT BE RETURNED TO THE APPLICANT.**

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-NAF-38-2023**](#NAF) OPENING DATE: 15 Nov 2023

CLOSING DATE: **30 Sep 2024**

**POSITION TITLE & GRADE**: Cook Junior, KWB-7404-03 (1-Part Time)

**NOTE:** This is an Open Continuous Announcement that will be used for filling Cook Junior, KWB-03, part-time for located within Kunsan AB until Sept 30, 2024.

**SALARY**: Between 14,602 – 20,780 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with USFK, Korea. (Priority Group 5). All registrants on the area reemployment priority list (ARPL). (Priority Group 6). Military spouses and family members (Korean Citizen, U.S. Citizen, and third-country Citizen) of active duty members of U.S. Armed Forces and of U.S. Citizen Civilian employees of U.S. Government agencies assigned in Korea. (Priority Group 7). All KN outside (off-base) applicants. (Priority Group 8 and 9).

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**MAJOR DUTIES**: Assists cooks as required in the preparation and serving of food. Prepares fruits and vegetables by cleaning, peeling and/or cutting. Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish, poultry and fruits and vegetables and other foods. Prepares coffee, tea and other beverage. Operates various mixers, grinders, steam kettles, electrical urns and other powered and mechanical kitchen equipment used in the preparation and service of food. Must be able to read, understand, and execute/make from recipe cards and other sources. Performs other duties as assigned.

OTHER SIGNIFICANT FACTS: Work requires some exposure to soiling of hands by cooking oils or grease. Subject to splashing of water, noise of equipment, colds of refrigerators/freezers and heat of stoves and ovens. Must have and maintain current food handlers card. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment/sharp tools such as knives. Required to work on days, swings or midnight shifts and any day of the week.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS**: One (1) year of general experience is required.

General Experience includes actual work experience as a trainee, helper, or other work related to the trade or craft for which being considered.

SUBSTITUTION:

1. The following may be substituted for the one (1) year of general experience required.

a. Graduation from high school in a field related to the job for which being considered.

b. Successful completion of a formal training course in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered.

c. Possession of valid license or certificate of competency issued by the ROKG attesting to proficiency as Craftsman (기능사) the trade or craft of the job for which being considered.

**ENGLISH LANGUAGE COMPETENCY**: The American Language Course Placement Test (ALCPT) score of 34 or above and successfully passing the English Comprehension Interview (ECI) is required.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

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5. Ability to read, write, speak and understand English.

**EMPLOYMENT CONSIDERATION PREFERENCE**: Preference for employment consideration will be given in the following order:

1. All current USFK employees

2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)

3. Eligible Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea.

4. All other qualified applicants

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor’s travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the PO Box 73, Kunsan Post Office, Kunsan City, Postal Code: 54025.

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: [https://www.51fss.com/civilian-personnel-flight](https://www.51fss.com/cpf)/ or [https://kunsanfss.com/civilian-personnel/](https://kunsanfss.com/civilian-personnel/%20) under Staffing/Employment.

**Applicants will be required to submit certificates of education, experience with tax deductions and license listed on the application. Applicants must give contact telephone number and announcement number on the front page of the application form. Applications must be in English and Korean, each item of the application be completely filled in and properly signed and dated. Failure to comply with these requirements will result in the application being destroyed without consideration. A photocopy of application with original signature will be acceptable.**

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참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-AF-10-2024**](#AF) OPENING DATE: 29 May 2024

CLOSING DATE: 7 Jun 2024

**POSITION TITLE & GRADE**: Laborer, Heavy, KWB-3502-03 (1-Full Time)

**SALARY**: Between 14,602 – 20,780 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: 40 hours per week.

**DUTY LOCATION:** Grounds Maintenance, Operations Flight, 8th Civil Engineer Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).

**NOTE**: Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Performs one or a combination of the following manual labor tasks requiring sustained physical effort; usually all tasks are performed as a member of a group or gang. Loads and unloads trucks, box cars and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable material. Digs, fills and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts trees and brush; operates power lawn mowers. Moves and arranges heavy pieces of office and household furniture, equipment and appliances; moves heavy pieces of automotive, medical, engineering and other types of machinery and equipment. Perform other duties as assigned.

**WORKING CONDITIONS:** Work requires continuous standing, walking and stooping. Duties require moderately heavy physical efforts (e.g., pushing hand trucks and listing and carrying objects weighing 25-40 pounds) be sustained over long periods of time and also requires arduous efforts (lifting objects weighing over 40 pounds and shoveling gravel) for a substantial portion of the work cycle. Normally works outside regardless of weather condition.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS**: No prior experience or education is required.

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

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참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**군산미공군기지 민간인인사처**

**한인직원 공석공고**

공고번호: **군산기지-세출-10-2024** 발행일자: 2024년 5월 29일

마감일자: 2024 년 6월7일

**직책 및 급수**: 중노무원, 기능직 3급 (정식자리 한자리)

**급여**: 시간당14,602원에서 20,780원까지 (상여금 포함한 시간당 총급여액)

**근무일정:** 일주일에 40시간 근무함.

**근무장소**: 군산 미공군 기지 제 8 시설 대대 운용부 중수리 지원부

**고려대상지역**: 주한미군 현직직원 (제5순위)

**알림**: 2004년 7월1일 혹은 그 이후에 신규로 채용된 주한미군의 비세출 자금 직원들은 다른자리로 자진해서 옮겨 가려면 책임자가 이직을 승인하지 않는한 원래 채용된 자리에서 최소한 1년간 근무해야됩니다. 이자리는 이사비용이 승인되지 않습니다.

**주요 임무**: 평균 이상의 육체적인 노력을 요구하는 다음과 같은 한 가지나 복합적인 노동 임무를 수행함; 보통 모든 임무는 단체로 여러명이서 수행하게 됨. 트럭이나 트레일러나 기타 다른 운송 수댠에 짐을 싣거나 내리는 일; 보조 수단을 이용하여 보급품이나 물건들을 적절한 장소로 운반하는 일; 창고나 저장소에 물건을 쌓아 올리는 일: 쓰레기나 재활용품등을 모으는 일. 땅을 파거나 판 곳을 메우거나 다지는 일; 삽이나 여러 도구를 이용하여 땅를 평탄 작업 하는 일; 콘크리트나 눈을 치우는 일; 배수로나 하수구 청소; 나무나 잡목을 베는 일; 전동 잔디 깍는 기계를 작동하는 일; 무거운 사무 기구나 가구, 장비, 가전 제품을 옮기거나 재배치하는 일; 무거운 자동차 부품이나 의료, 공사 장비나 다른 종류의 기계류나 기구를 옮기는 일. 기타 부여받은 임무를 수행함.

**근무 조건:** 작업은 지속적으로 서 있거나 걷거나 허리를 구부려야 하는 것이 요구됨. 예를 들면, 오랜 기간 동안 트럭을 밀어야 하거나 10 내지 20 Kg 정도의 무게되는 물건을 들어올리거나 옮겨야 하는 등의 과중한 육체적인 노력이 필요하며 작업 기간 중 실제로 20Kg 이상의 물건을 들어올리는 등의 과도한 노력이 요구될 수도 있음. 주로 날씨와 상관없이 야외에서 근무함.

더욱 자세한 사항은 직무 기술서에 있습니다. 직무 기술서는 군산 미공군 기지 민간인 인사처, 건물 755호 213호실에 오셔서 검토할 수 있습니다.

**자격 요건**: 신체건강한 자. 경력 및 학력사항 필요없슴.

**기회균등주의 성명서**: 군산미공군기지는 기회균등주의 고용주입니다. 모든 응모자는 인종, 종교, 혈색, 정당, 사생아, 혹은 결혼유무, 성별, 연령, 국적 또는 신체불구에 관계없이 고려를 받게될 것입니다.

**고용 방침**: 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤직원도 주한미군 기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미군 기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 군산 미공군기지 인사처 군전화 782-4526번이나 군산지역전화 (063) 470-4526 또는 오산기지 인사처장에게 전화번호

784-6862번이나 평택일반전화 0505-784-6862번으로 연락해 주시기 바랍니다.

**신청 방법**: 주한미공군에 근무하고 있는 현직직원은 (주한미공군 양식 130EK)를 민간인 인사처나 오산 혹은 홈페이지 <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> 에서 출력, 작성해서 군산 미공군기지 민간인 인사처에 제출하시기 바랍니다. 전자메일 주소는 [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil)입니다.

**구직자는 구직신청서에 기재한 학력, 자격증 그리고 경력 (소득세 원천증명서)을 인정할 수 있는 증명서를 제출하시기 바랍니다. 구직신청서 작성은 한글과 영어로 각 항목마다 정확하고 완전하게 작성해야 하며, 또한 일자와 서명은 본인이**

**직접 하여야 합니다. 위와같은 요구사항을 구비하지 못한 구직신청서는 고려하지 않고 페기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한후 제출바랍니다.**

**마감일자 이후에 본 인사처로 접수된 모든 지원서들은 접수되지 않으며 또한 인사처에 제출한 모든 서류는 일체 반송하지 않습니다. 제대로 작성되지 않은 구직 신청서 제출된 지원서류들은 자동 페기 됩니다.**

**추가정보**: 더 자세한 문의사항은 전화번호 782-4526, 군산지역 전화 (063) 470-4526으로 연락바랍니다.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-AF-12-2024**](#AF) OPENING DATE: 29 May 2024

CLOSING DATE: 7 Jun 2024

**POSITION TITLE & GRADE**: Utility System Repairer-Operator Senior Leader, KWB-4742-09 (1-Full Time)

**SALARY**: Between 20,571 – 29,609 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: 40 hours per week

**DUTY LOCATION:** Water Plant Operations, Infrastructure, Operations Flight, 8th Civil Engineer Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).

**NOTE**:

1. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

2. This position has been designated as Contingency-Essential (C-E). A C-E employee will participate in base exercises equipped with the chemical warfare defense equipment. Selected candidate is required to sign an agreement, Korean Employee Contingency-Essential Position Agreement (USFK Form 200EK) and must be completed physical requirements test before effective date of appointment.

**MAJOR DUTIES:** Works daily with the section chief and share information and management decisions in directing and supervising the functions to repair, replace, install, maintain, and operate utilities systems components on Kunsan Air Base. Responsible for work operations and the activities of 10 subordinate Korean National (KN) utility systems repairer-operators; plumbers, water treatment plant operators, and fuel distribution system mechanics assigned to the work center. Ensures proper operations & maintenance performance and procedures are accomplished resulting in customer satisfaction. Serves as liaison/official spokesperson on work resolution matters for all subordinates within the shop. Facilitator for the purchase of supplies and materials procured from local vendors. Work Planning: Responsible for planning weekly or monthly work schedules, assigning duties to workers on a daily or project basis for the different journeyman workers in various trades. Determines the work priorities and estimates man-hours, equipment, and materials necessary to successfully accomplish planned work schedules. Provides section chief with developed work plans for review and instruction. The work involves supervising and performing all type of facility operation, preventive and corrective maintenance, repair, and cleaning work on pipelines, valves, motors, controls, gauges, meters, filters, fixtures, controls, monitors, and various mechanical & electrical elements on Water Distribution Systems, Wastewater Collection Systems, Water Treatment Systems, and Fuel Distribution System; including water treatment & distribution, raw water intake and supply, swimming pool, cross-connect control and backflow prevention, plumbing, lift station, sewage control & conveyance, POL storage & distribution, gas fuel distribution, fire suppressions and hydrants systems. Supervises the activities; chemical control tests of chlorine residual, jar tests, pH measurement, and tests for turbidity and alkalinity to ensure water quality meets the standards; reports malfunctions, maintains logs and records of all activities including test results, metering, various system operating status and conditions to ensure the designed level of operations of water treatment, swimming pool, and sewage collection system. Inventory required chemicals and materials necessary during water treatment processes of Coagulation, flocculation, sedimentation, filtration, and disinfection. Ensures that sufficient quantities are supplied and secured regularly in advance to meet the production schedule.

Work Direction: Plans workload and determine personnel requirements on short and long term assignments and choose individual workers for job assignments. Directs the employees work by explaining work requirements, methods and procedures, and provides verbal guidance for technical operations. Sets pace of work progress and ensures compliance with deadlines and sequence of work operations established by element chief. Coordinates multi-shop work projects with supervisors of other sections and functions, and ensure the projects are completed on time. Ensures work materials are ordered and delivered to work sites preventing work delays. Inspect completed or in progress work for compliance with standard operating procedures and safety standards. Reviews and analyzes work accomplishments, cost, and utilization of man-hours to evaluate work progress. Makes input of resolution and closing notes and documents to NexGen IT work management system, and report to section chief. Anticipate and avoid possible problems by consulting corrective action to higher supervisors.

Administration: Promotes the participation of subordinates in management programs such as beneficial suggestions, quality assurance, and cost reduction. Motivates subordinates for an effective work operation. Evaluates the performance of KN employees supervised. Counsels employees on problems and adjusts informal complaints through discussions with employees and union officials. Recommends personnel actions such as promotion, reassignment, and disciplinary action, etc. Plans and schedules leave and approves employees leave schedules. Interviews candidates for vacant positions and recommends selection for official referrals. Maintain employees personnel records. Develops job performance standards, counsels employees on job performance, and makes formal and informal appraisals. Maintains equipment accounts and shop stock items. Maintains records regarding progress, production, operation and maintenance, work schedules, daily activities. Reports time and attendance for KN subordinates. Develops monthly work schedules for shift operators or approve monthly scheduled created by subordinate work leader, to ensure 24/7 operation of water distribution, treatment plant, and wastewater collection systems. Creates and maintains water production, wastewater operation records, and other incidental reports as required by relevant regulations and codes. Trains KN subordinates on standard working hours, break policies, time & attendance reporting, and leave policies, approval procedures and authority. Enforces safety, fire, and housekeeping rules and regulations for assigned personnel. Conducts daily safety meetings prior to dispatching workers to the job site. Reports unsafe mechanical and physical conditions, and work practices bordering on carelessness or negligence that may involve injury to workers or damage to property. Reports findings and recommendations to the Superintendent. The job requires practical knowledge of work processes and equipment, environmental conditions, safety standards, protective devices, and accident prevention measures. Performs follow-up actions as required to ensure the expeditious elimination of unsafe conditions and practices. Identifies employee training requirements and initiates recommendations to provide necessary training. Conducts on the job training for newly assigned military and civilian employees. Supports Sub-AMP manager of interior Utility Systems and Water Distribution and Wastewater Collection Systems to facilitate integration of the requirements and prioritize into BAMP (Base Activity Management Plan) and BCAMP (Base Comprehensive Asset Management Plan), and helps develop Preventative Maintenance schedules. Locate and mark underground utilities such as water, wastewater, POL, and natural gas distribution lines for AF Form 103 requests. Complete annual computer based training, and any other training needed. Performs other related duties as assigned.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS**: One (1) year of general experience and three (3) year of specialized experience are required.

General Experience includes actual work experience as a trainee, helper, or other work related to trade or craft for which being considered.

Specialized Experience includes experience at the “Junior”, or higher level, in the work related to trade or craft for which being considered.

Substitution: a. The following may be substituted for the one (1) year of general experience required at any level: (1) Graduation from high school in a field related to the job for which being considered. (2) Successful completion of a formal training course in a recognized trade school, of at least 90 days duration, in the trade or craft of the job for which being considered. (3) Possession of a valid license or certificate of competency issued by the ROKG attesting to proficiency as craftsman (기능사) in the trade or craft of the job for which being considered.

b. The following may be substituted for the one (1) year of general and one (1) year of specialized experience required at any level: (1) Graduation from technical junior college in a field related to the job for which being considered. (2) Possession of a license or certificate of competency issued by the ROKG attesting to proficiency as an industrial engineer (산업기사) in the trade or craft of the job for which being considered.

**Quality of Experience:** Applicants for Senior Leader or Foremen positions will also be rated as qualified if they have two (2) years of specialized experience in a job in the trade or craft two levels below the job for which being considered.

**ENGLISH LANGUAGE COMPETENCY**:

1. The American Language Course Placement Test (ALCPT) score of 50 or above and successfully passing the English Comprehension Interview (ECI) is required.

2. The Test of English as a Foreign Language (TOEFL) score of 250 and higher or the Test of English for International Communication (TOEIC) score of 350 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/TOEIC scores are valid for two years from the exam date.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):** To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Knowledge of a wide range of principles, processes, and techniques of trade(s) and/or craft(s) supervised and personnel management policies, practices, and procedures.

2. Knowledge of safety regulations, practices, and procedures. Ability to read and interpret blueprints, diagrams, sketches, and technical specifications.

3. Ability to communicate in English effectively, both orally and in writing. Should be able to communicate with customers and explain problems and solutions associated with the job.

4. Ability to operate a suite of Microsoft Office, Personal Computer systems and CE NexGen IT. The possession of driver’s license for both GOV and POV is mandatory.

5. Management of the Hazardous Materials program is mandatory. Must have a working knowledge of the AF form 3952 chemical approval process. Ensures only authorized chemicals and paints are on hand and stored in proper cabinets. Ensures unneeded chemicals are disposed of in accordance with US Air Force and EPA regulations.

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

**RECEIPT OF APPLICATIONS: Applications submitted within Korea must be received by closing date of announcement to be considered. INCOMPLETE APPLICATIONS WILL BE DESTROYED WITHOUT CONSIDERATION. ALL APPLICATIONS WILL NOT BE RETURNED TO THE APPLICANT.**

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-AF-13-2024**](#AF) OPENING DATE: 29 May 2024

CLOSING DATE: 7 Jun 2024

**POSITION TITLE & GRADE**: Administrative Support Assistant (Office Automation), KGS-0303-05 (1-Full Time)

**SALARY**: Between 18,696 – 26,829 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: 40 hours per week.

**DUTY LOCATION:** Operations Flight, 8th Civil Engineer Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).

**NOTE**: Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Serves as administrative support assistant to the flight commander with responsibility of independent engineering, financial, and operations management in support of the flight commander, superintendent, and other personnel. Performs a variety of clerical work and tasks independently and acts as the continuity on all flight management functions. Employee must understand the management and administrative requirements of each section within the 8 CES/CEO flight, and how the sections function relative to the 8 CES’s mission. Manages the supervisor's schedule and maintains a calendar of appointments, meetings, and conferences for the flight commander and superintendent. Position must greet visitors and act as an interpreter for flight's correspondence with contractors, vendors, local activities, and ROKAF counterpart. Duties include translation of Hangul to English and vice versa.

Serves as admin assistant to the flight commander and responsible for full administrative support for the timely submittal and accuracy of the flight documents, and maintaining data implemented in the Civil Engineer Material Acquisition System (CEMAS)-Defense Travel System (DTS), and CE NexGen IT/TRIRIGA. Responsible for CE Operations Flight’s Task Management Tool (TMT-tasker correspondence & approval automation), flight facilities sustainment, and Restoration and modernization (FSRM) projects/warranty tracker/priorities, budget management support, civilian appraisal package support, flight training program, facility managing, Flight TDY program, Flight DD Form 1354 (Transfer and Acceptance of DoD Real Property) process, timekeeping, flight overtime request, flight publication and records management, correspondence, accomplishing reports, base pass & decal sponsor representative for flight civilians and personnel actions. Maintains and assists to develop Operations Flight periodical briefings to include, but not limited to, Snow/Ice Control. In coordination with the Commander's Support Staff, accesses virtual personnel programs (e.g. the virtual Personnel Center (vPC), and myEval. Monitors and reports on personnel action requests including (but not limited to): Change of Reporting Official, duty status updates, manning, PCA actions, recruitments, promotions, taskers, reassignments, and retain-ability. Assists in overseeing the completion of Officer/Enlisted Performance Reports (OPR/EPRs) and ensuring Awards & Decorations are routed to the appropriate offices after accessing documents and ensuring on-time submission to the Military Personnel Flight (MPF). Advises and helps prioritize the supervisor's daily administrative tasks to ensure timely completion. Accomplishes a variety of tasks within the parameters of established policies and guidelines regarding administrative support. Assists supervisor in preparing, editing, correcting slides, special studies, reports, policy and appointment letters, and awards. Also responsible for reviewing, correcting mistakes, tracking and disseminating products throughout the command section. Serves as the primary source of information for Operations Flight. Establishes and maintains subject matter and regulatory files in connection with work of the office. Reviews and interprets all incoming correspondence, publications, regulations, and directives; manages development and implementation of local operating instructions and procedures; compiles, consolidates information, and prepares reports for assigned programs. Reviews new regulations and evaluates the need for explanatory directives or memorandums to elements in Operations Flight. Establishes and maintains operating procedures for distributing all incoming communications, including correspondence, and messages. Monitors the timeliness, accuracy, and transmittal of performance reports and decorations IAW applicable Air Force Instructions, manuals, and wing guidance. Advises supervisor on the practical and technical aspects of office administration, streamlining processes, and maximizing efficiency through automation. Assists Squadron Resource Advisor (RA) in reviewing and analyzing financial management including fiscal year budget development for the flight. Requests and maintains a variety of reports analyzing the status of funds, expenses, and obligations for the flight budget. Manages fiscal responsibility to efficiently order supplies and utilize the supply budget appropriately through the Military Interdepartmental Purchase Request (MIPR) and Government Purchase Card (GPC) program within flight. Requests the funding documents, such as AF Form 4009, to establish and increase funding for the flight. Works with the Billing Officials (BO), Squadron RA and Base GPC program manager to ensure the GPC account is properly maintained. Serves as the GPC holder for the purchase of supplies and services through the GPC program. Purchases items based on unit requests and prepares cost estimates for purchase orders. Maintains the Line Item Detail for all purchases using the U.S. Bank Access Online payment management system. Complies with GPC regulations and policies in accordance with AFI 64-117 for purchasing supplies and services through the GPC program and maintains 100% accurate historical records for audit readiness evaluations. Creates and maintains trackers of AF 103 (Base Civil Engineer Work Clearance Request), power outage, water outage and road closure. Maintains and updates Operations Flight's MICT (Management Internal Control Toolset) which is a computer-based inspection allowing real-time assess each Operations Flight element’s programs and upchanneling the internal inspection results. Accesses and requires extensive knowledge of the virtual Personnel Center (vPC) program in myPers. Monitors personnel action requests such as: Change of Reporting Official, duty status updates, manning, PCA actions, recruitments, promotions, taskers, reassignments, and retainability. Assists overseeing the Officer/Enlisted Performance Reports (OPR/EPRs) and Awards & Decorations are routed to the appropriate offices after accessing documents and ensuring on time submission to the Military Personnel Flight (MPF). Manages the Global Electronic Approval Routing System (GEARS) daily, tasks the effected flight (as applicable) compiles responses and coordinates final responses through the commander for review, submission and closure. Provides unit personnel tracking capabilities of packages that need to be digitally signed by the Commander via a PII secure website. Provides verification of approval of a member’s Chain of Command within the package submitted. Maintains tracking system and follows up on GEARS taskers that haven't been completed by the flight deadlines. Serves as Records Custodian (RC) in the Air Force Records Information Management System (AFRIMS) in accordance with AFMAN 33-363. Assigns sub-accounts to the sections as required, trains and assists the section records custodians to maintain their records in accordance with AFRIMS standards. Serves as Trusted Agent/monitors the Drug Demand Reduction (DDR) Program. Must show unquestionable integrity and trustworthiness while handling DDR reports for the CES/CEO on behalf of the 8 FW agency responsible for the entire base program. Special actions and quality communications and/or translator/interpreter capabilities. Liaises directly with ROKAF counterparts to ensure bilateral coordination for civil engineering activities that affect 8 FW operations as necessary. Updates and maintains U.S/Korean national employees recall roster. Requests and completes AF 428 forms, time sheets, OPM 71, national employee tuition expense payments (USFK 23 EKE). Delivers official documents to civilians who do not have email. Serves as the mail clerk and responsible for the distribution of correspondence to appropriate. Performs other related duties as assigned.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS:** One (1) year of specialized experience equivalent to KGS-04 level, or four (4) years education above the high school is required. ROK Word Processing Certificates for English may be substituted for the self-certification of keyboard operation skills. A minimum typing speed of 30 words (150 strokes) per minute is required.

Specialized Experience is defined as experience which has equipped the candidate with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of that position. To be credited, specialized experience must have been at least equivalent to the next lower grade level.

Quality of Experience: If qualified based on experience rather than education, applicants must have one (1) year of specialized experience at a level of difficulty equivalent to the next lower grade. This experience could be gained as a USFK employee, in private industry, or in the military.

Substitution of Education for Experience: Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical or secretarial school may be substituted for the experience required at the KGS-05 level. One full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

**ENGLISH LANGUAGE COMPETENCY**:

1. The American Language Course Placement Test (ALCPT) score of 60 or above and successfully passing the English Comprehension Interview (ECI) is required.

2. The Test of English as a Foreign Language (TOEFL) score of 430 and higher or the Test of English for International Communication (TOEIC) score of 450 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/TOEIC scores are valid for two years from the exam date.

3. ROK Word Processing Certificates for English may be substituted for the self-certification of keyboard operation skills. A minimum typing speed of 30 words (150 strokes) per minute is required.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**: To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Ability to read, write, speak, and understand English.
2. Ability to operate an electric typewriter, word processor, microcomputer, or computer terminal.

3. Knowledge of administrative procedures such as those for format, preparation and arrangement of correspondence, making supplemental material, and distribution of copies.

4. Ability to work closely with others.

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

**RECEIPT OF APPLICATIONS: Applications submitted within Korea must be received by closing date of announcement to be considered. INCOMPLETE APPLICATIONS WILL BE DESTROYED WITHOUT CONSIDERATION. ALL APPLICATIONS WILL NOT BE RETURNED TO THE APPLICANT.**

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-AF-14-2024**](#AF) OPENING DATE: 29 May 2024

CLOSING DATE: 7 Jun 2024

**POSITION TITLE & GRADE**: Legal Assistant (Office Automation), KGS-0986-05/06/07 (1-Full Time)

**SALARY**: KGS-05: 18,696 to 26,829 Won per hour or,

KGS-06: 21,004 to 30,242 Won per hour or,

KGS-07: 23,284 33,615 Won per hour

(Total hourly compensation when bonuses are included).

**TOUR OF DUTY**: 40 hours per week.

**DUTY LOCATION:** Staff Judge Advocate, 8th Fighter Wing, Kunsan AB.

**AREA OF CONSIDERATION**: All current employees assigned with United States Air Force, Korea (USAFK). (Priority Group 5).

**NOTE**:

1. Target grade of this position is KGS-07. If this position is filled at the lower grade than target grade, the incumbent may be promoted to the target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade and qualification.

2. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Perform as an experienced admin assistant for the 8 Fighter Wing Staff Judge Advocate with the responsibility of administrative management in support of the SJA/ Deputy SJA, Chief of General Law, Chief of Military Justice and paralegals. Serves as a receptionist and notarial officer for 8 FW, including all leadership and 3,500 military and civilian members. Performs a variety of technical works and tasks independently, and acts as the continuity on all unit management and administrative functions. Responsible for the legal assistance services section, facilitating legal assistance needs and other legal counseling from attorneys, and provides qualified notarial acts, which saves clients approximately $100K yearly. Due to the location within the customer service section, position must receives calls, greet clients/visitors and ascertain the nature and timeliness of business. Duties also include translation of Hangul to English and vice versa, especially for Korean speaking clients (including crime victims) entitled to legal assistance. Conduct initial client inquires via phone calls/emails or in-person to determine the nature of the call/legal matter of the client. Independently ascertains which matter can be triaged at current level or should be referred to the General/Military Justice Section or to the Leadership team (SJA, DSJA, Superintendent). Position requires the ability to respond to various legal related questions in Korean and in English to direct clients to the right sections and attorneys in a timely manner. Plans, organizes and accomplishes a variety of tasks within the parameters of established policies and guidelines regarding administrative support and is the communication focal point for the office. Provide interpretation/translation in Korean for various ROK agencies and ROKAF counterpart interactions for the SJA and his/her staff; to include but not limited to, telephone calls and in-person visits regarding Korean-national employee labor meetings, official staff visits, meetings with ROKAF/JA and local Korean prosecutor's office, supports the host nation legal advisor i translating and interpreting Foreign Criminal Jurisdiction cases. Plans and executes cultural events to increase effective duty performance for 8FW/JA staff both off and on-base, educate new arrivals regarding Korean culture and customs pertaining to their legal duties and interaction with Korean populous. Maintains office file plan and accountability for active and inactive records in accordance with the Records Disposition Schedule (RDS). Ensures eligible records are promptly and properly prepared to retire or transfer. Be proficient on the equipment used for storing and retrieving records. Consults with the Chief of Records (COR)/ Functional Area Records Manager (FARM) on problems which affect records. Completes and reports searches as required. Provides office orientation to newly assigned personnel to include new CORs. Primary receptionist for all clients and visitors needing legal support from professional paralegals and attorneys in General Law and Military Justice section. Responsible for providing accurate legal information to clients and directing them to the right section under supervision of SJA. Assists clients seeking legal counseling about wills, powers of attorney (POA), child custody, taxation, naturalization, domestic relations, and SCRA (Servicemembers Civil Relief Act), etc. Manages legal assistance appointment with attorneys and referrals to other agencies based on client needs. Supports attorneys in conducting a streamlined appointment by providing detailed "5Ws" client intake. Assists/educates client to take correct process preparing their wills/living wills and POAs through Air Force legal assistance website. Primary administrator for the Judge Advocate WebLIONS (Legal Information Online System) program. Responsible for administering the program by taking client's eligible information for the system and maintaining client's log/records in the system too produce legal documents such as a POA, categorize attorney counseling sessions, and collect statistics on client office visits and number of notary services provided. Monitors the time lines, accuracy, individual/office client seen query, purpose of visits for each section, amount of legal documents produced for clients. Manages reports for type of client visits, workload, notary support, number of notary/POAs for each office member, number of wills generated and client's dollar savings, special interest indicators, etc. Helps administer legal assistance program by educating clients regarding different legal documents best suited for their needs and tailor special powers of attorney (SPOA) for clients. Produces affidavits, general powers of attorney GPOA/SPOA using WebLIONS for legal assistance after client's intake. Ensures POAs and affidavits are in proper format, grammar, and typographically accurate. Responsible for ensuring POA issued is within scope of client request, both in grant and in temporal duration, and does not exceed legal limitations. Administers 10 U.S.C. § 1044a notarial acts program for roughly 1,100 eligible clients per year as primary office notary. Maintains proficiency by reviewing relevant literatures and AFI 51-304. Conducts training on notarial duties for 8 FW/JA staff on type of notarization, execution of documents, administration of oath, and prohibited certifications per AFI 51-304. Acts as an official, unbiased witness to the identity and signature of the client. Ensures notaries administer oaths and affirmations to clients when necessary by serving as the oath-taker or affirmant. Coordinates with attorneys and paralegals regarding legal sufficiency of customer's signature before performing actual notarial act if necessary. Completes appropriate notarial certificates under 10 U.S.C. § 1044a, a jurat notarization for a signed document using official notary stamp or raised seal. Maintains notarial logs for all office personnel (12+) per AFI and federal statute, including record keeping of names and signatures of customers whose signatures or documents were notarized, the general nature of notarized documents, and the dates and locations the notarial services were performed. Answers any questions client have regarding notarial process and/or legality of documents under supervision/coordination of attorneys. Initial point of contact for affidavits and POAs. Provides additional admin assistance by coordinating with attorneys to guide clients in drafting legally sufficient affidavits and POAs. Authenticates signatures on legal documents, i.e., contracts, deeds, agreements, affidavits, real estate agreements/forms, Statements of Consent, POAs, etc. by verifying identification and serving as eye-witness to the signing. Assists in interview of Korean victims and other witnesses under the direct supervision of a staff attorney in the preparation of judicial (court-martial) and non-judicial (Article 15, UCMJ) cases for matters including, but not limited to, theft, damage of property, assault, and sexual assault. Educates attorneys on cultural sensitivity and cultural protocols in conducting legal interviews. Assists with litigation preparation by drafting bilingual (Korean-English) statements for signature by Korean witnesses, conducting site visit with attorneys, translating statements and documents from Korean to English and vice-versa. Translate legal documents for clients i.e., MFR for military members, family register, marriage certification, divorce decrees, lease, contract, etc. from Korean to English and vice-versa. Assist clients in communicating with ROK government entities for real estate or vehicle registration matters, as well as with Korean medical clinics, both in-person and over the phone. Primary point of contact for the Judge Advocate suspense program. Responsible for receiving all incoming correspondence, publications, AFI reviews, memorandums, off-duty employments, regulations, private organization reviews, marriage packages, G-Series Orders, FOIA request for legal opinions or coordinations from other offices on base, and other legal tasks, then determining

which legal office division/ attorney/ paralegal should be assigned to review them, and establish an appropriate suspense for completion of the review. Serves as primary administrative coordinator for 8 FW/JA. Responsible for maintaining and managing office Government Purchase Card Program. Responsible for creating, disseminating, and approving temporary duty orders for legal office personnel using the Defense Travel System (DTS). Manages and maintains office appointment calendar schedules, email distribution list, organizational email inbox. Collects and disseminates office official mail and serves as main POC with the Post Office. Performs other duties as assigned.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213, 8 FSS/FSCA,

Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS:**

KGS-05: One (1) year of specialized experience equivalent to KGS-04 level or 4 years above high school is required.

KGS-06: One (1) year of specialized experience equivalent to next lower grade is required.

KGS-07: One (1) year of specialized experience equivalent to next lower grade is required.

ROK Word Processing Certificates for English may be substituted for the self-certification of keyboard operation skills.

A minimum typing speed of 30 words (150 strokes) per minute is required.

Specialized Experience is defined as experience which has equipped the candidate with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of that position. To be credited, specialized experience must have been at least equivalent to the next lower grade level.

Quality of Experience: If qualified based on experience rather than education, applicants must have 1 year of specialized experience at a level of difficulty equivalent to the next lower grade. This experience could be gained as a USFK employee, in private industry, or in military.

Substitution of Education for Experience: Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-03 through KGS-05. One (1) full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Education cannot be substituted above the KGS-05 level.

**ENGLISH LANGUAGE COMPETENCY**:

1. The American Language Course Placement Test (ALCPT) score of 70 or above and successfully passing the English Comprehension Interview (ECI) is required.

2. The Test of English as a Foreign Language (TOEFL) score of 509 and higher or the Test of English for International Communication (TOEIC) score of 650 and higher may be substituted for ALCPT requirement. Applicant must submit the TOEFL/TOEIC official copies of test score. TOEFL/TOEIC scores are valid for two years from the exam date.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**: To be rated best qualified, applicants must have demonstrated possession of the following KSAs essential to the performance of the duties of the position.

1. Knowledge of legal documents and legal or judicial processes.

2. Ability to apply a body of rules, regulations, precedents, and procedures.

3. Ability to read, write, speak, and understand English.

4. Ability to work effectively with others.

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an USFK 130EK Application Form at <https://www.51fss.com/civilian-personnel-flight>/ or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

**Applicants will be required to submit certificates of education, experience with tax deductions and license listed on the application. Applicants must give contact telephone number and announcement number on the front page of the application form. Applications must be in English and Korean, each item of the application be completely filled in and properly signed and dated. Failure to comply with these requirements will result in the application being destroyed without consideration. A photocopy of application with original signature will be acceptable.**

**RECEIPT OF APPLICATIONS: Applications submitted within Korea must be received by closing date of announcement to be considered. INCOMPLETE APPLICATIONS WILL BE DESTROYED WITHOUT CONSIDERATION. ALL APPLICATIONS WILL NOT BE RETURNED TO THE APPLICANT.**

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT**

**KOREAN NATIONAL POSITION**

**CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE**

ANNOUNCEMENT NUMBER: [**KAB-NAF-15-2024**](#NAF)OPENING DATE: 29 May 2024

CLOSING DATE: 7 Jun 2024

**POSITION TITLE & GRADE**: Custodial Worker, KWB-3566-02 (1-Part Time), 2nd Issue

**SALARY**: Between 13,333 – 18,903 won per hour (Total hourly compensation when bonuses are included.)

**TOUR OF DUTY**: Maximum workweek will not exceed 32 hours.

**DUTY LOCATION:** Loring Club, Community Services Flight, 8th Force Support Squadron, Kunsan AB.

**AREA OF CONSIDERATION**: All current USFK employees (priority Group 5). All registrants on the area reemployment priority list (ARPL) (Priority Group 6). Family members of US military and civilian employee of an agency of the United States whose duty station location in Korea (Priority Group 7). Outside Korean National Applicant (Priority Group 8 & 9).

**NOTE**: 1. Priority Group 8 & 9 may be considered for positions when there are no eligible applicants from priority group 1-7.

2. Applicants applying under this vacancy announcement may be converted to full-time without further competition.

3. Newly hired non-appropriated fund (NAF) employees of the USFK on or after 1 July 2004 will be required to serve no less than one (1) year in the position to which they are initially hired before they can voluntarily accept any other position unless approved by management. Relocation allowance is not authorized for USFK employees selected from outside the commuting area.

**MAJOR DUTIES**: Maintains assigned areas orderly and clean following general instructions regarding framework of a general schedule which states the required frequency of each task. Vacuum cleans rugs and drapes. Sweeps, mops, strips, scrubs, waxes and polishes floor using heavy industrial powered equipment. Washes walls adjusts, changes and oils, buffers, brushes, rollers and other attachments on these machines. Washes and replaces venetian blinds, ceiling fixtures and room partitions using ladders and scaffolds. Washes and cleans windows inside and outside of building using stepladders, extension ladders, scaffolds. Applies salt or other ice control material to building entrances. Shovels snow from steps and walks in the immediate vicinity of assigned buildings. Mows and waters lawns within a specified distance from assigned buildings. Mows and water lawns within a specified distance on assigned building. In warehouses and shops, maintains an assigned area to keep clean and orderly. Sweeps and mops floors. Removes oil, hydraulic flood and other spilled liquids. Performs other related duties as assigned.

More information is available in the position description. It may be reviewed at the Kunsan CPO, Bldg 755, Room 213,

8 FSS/FSCA, Unit 2105, APO AP 96264-2105.

**MINIMUM QUALIFICATION REQUIREMENTS**: No prior experience or education is required.

**ENGLISH LANGUAGE COMPETENCY**: N/A

**EMPLOYMENT CONSIDERATION PREFERENCE**: Preference for employment consideration will be given in the following order:

1. All current USFK employees
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Eligible Family members of US military and civilian employees of an agency of the United States whose duty station located in Korea.
4. All other qualified applicants

**EQUAL OPPORTUNITY STATEMENT**: Kunsan AB is an Equal Opportunity Employer. All applicants will receive consideration without regard to race, creed, color, lawful political or other affiliation, marital status, sex, age or national origin or handicap.

**EMPLOYMENT POLICY**: It is the policy of USFK to employ based on qualification and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within USFK, nor may they interfere with applicants exercising their rights to apply for consideration. Any employee found guilty of these practices will be subject to removal from USFK employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the servicing Kunsan Air Base Civilian Personnel Office, commercial telephone: 063-470-4526 or military telephone 782-4526 or the Osan Air Base Civilian Personnel Officer, commercial telephone: 0505-784-6862 or military telephone 784-6862.

**HOW TO APPLY**: All current employees assigned with USAFK desiring consideration must complete an USFK 130 EK Application Form at <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> and forward it through e-mail to [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil) or Kunsan Civilian Personnel Office, Bldg 755, Room 213, 8 FSS/FSCA, APO AP 96264-2105 no later than the closing date.

Family members should submit one copy of USFK Form 130EK, Application for Employment and Family members of US military and civilian federal employee must submit family member status form, a copy of sponsor’s travel order and marriage certificate, to the Kunsan Civilian Personnel Flight, Bldg#755, Room 213, 8 FSS/FSCA, and APO AP 96264-2105.

Non-Air Force employees and outside applicants should submit to hand delivered to CPO or copy of USFK Form 130EK, Application for Employment and supporting documents to the Chonbuk-do, Kunsan Si, Kunsan Post Office PO Box 73, (KUNSAN-U-CHAE-KUK, SA SO HAM 73 HO), Kunsan City, Postal Code: 54025, Kunsan Civilian Personnel Office no later than closing date.

**Applicants will be required to submit certificates of education, experience with tax deductions and license listed on the application. Applicants must give contact telephone number and announcement number on the front page of the application form. Applications must be in English and Korean, each item of the application be completely filled in and properly signed and dated. Failure to comply with these requirements will result in the application being destroyed without consideration. A photocopy of application with original signature will be acceptable.**

USFK Form 130EK is available at the Osan AB or Kunsan AB home page on the web site: [https://www.51fss.com/civilian-personnel-flight](https://www.51fss.com/cpf)/ or [https://kunsanfss.com/civilian-personnel/](https://kunsanfss.com/civilian-personnel/%20) under Staffing/Employment.

**RECEIPT OF APPLICATIONS: Applications submitted within Korea must be received by closing date of announcement to be considered. INCOMPLETE APPLICATIONS WILL BE DESTROYED WITHOUT CONSIDERATION. ALL APPLICATIONS WILL NOT BE RETURNED TO THE APPLICANT.**

참조: 타 인사처 관할 주한미군 현직직원과 외부구직자는 구직신청서 (주한미군양식 130EK)와 구직신청서에 기재한 학력, 자격증, 경력 (재직증명서/경력증명서/소득세원천증명서)을 인정할 수있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73호 주한미공군 군산기지 한인채용과> 앞으로 마감날짜까지 인사처 또는 우편접수로 하시기 바랍니다.

**ADDITIONAL INFORMATION**: For more information on Korean National employment program, please contact Civilian Personnel Office, at 782-4526 or (063) 470-4526.

**군산미공군기지 민간인인사처**

**한인직원 공석공고**

공고번호: **군산기지-비세출-15-2024** 발행일자: 2024년 5월 29일

마감일자: 2024년 6월7일

**직책 및 급수**: 관리원, 기능직 2급 (시간제직), 한자리, 2차공고

**급여**: 시간당13,333 원에서 18,903원까지 (상여금 포함한 시간당 총급여액)

**근무일정:** 일주일에 근무시간은 32시간을 초과할 수 없음

**근무장소**: 군산미공군기지 제8병력지원대대 공동체지원부 로링클럽

**신청 가능자 및 신청 방법**: 고용상의 우선적인 고려는 다음과 같은 순서로 주어집니다.

1. 군산 미공군 기지 민간인 인사처와 오산 미공군 기지 중앙 민간인 인사처에서 관할하는 모든 주한미군 현직 한국인 직원들. (우선 순위 제 5순위)

2. 다른 지역 민간인 인사처에서 관할하는 모든 주한미군 현직 직원들. (우선 순위 제 5순위)

3. 지역 재임용 우선권자 명부에 등록한 분들. (우선 순위 제 6순위)

4. 한국에 배치된 현역 미군들과 미국 민간인 직원들의 배우자 및 가족 (한국인, 미국시민 또는 제 3국인) (우선 순위 제 7순위)

5. 외부 일반 한국인 구직 신청자들. (우선 순위 제 8순위 및 9순위)

**알림**: 1. 외부구직자는 1-7순위에서 응모자가 없을시 고려될 것입니다.

2. 이 공석공고 응시자는 차기에 경쟁없이 풀타임직으로 전환될 수 있습니다.

3. 2004년 7월1일 혹은 그 이후에 신규로 채용된 주한미군의 비세출 자금 직원들은 다른자리로 자진해서 옮겨 가려면 책임자가 이직을 승인하지 않는한 원래 채용된 자리에서 최소한 1년간 근무해야됩니다. 이자리는 이사비용이 승인되지 않습니다.

**주요 임무**: 수행할 임무에 관한 일반적인 지시 사항에 따라 배정된 지역을 정돈하고 유지함. 양탄자나 걸어둔 천을 진공 소제하고 바닦을 청소하고, 물걸레질하고, 때를 벗기며, 문지르고, 왁스칠하고, 동력장비를 이용하여 얇은 판자를 엮을 발이나 천정 부착물 또는 칸막이 등을 닦거나 대치함. 발판 달린 사다리나, 신출 사다리, 비게 또는 안전 벨트 (피대)를 사용하여 건물 내외의 유리문이나 창문등을 안과 밖을 닦아내고 깨끗이함. 배정된 건물 주변의 계단이나 인도의 눈을 치며, 건물 주변의 잔디를 깎거나 물을 줌. 기타 부여된 청결 임무를 수행함.

더욱 자세한 사항은 직무 기술서에 있습니다. 직무 기술서는 군산 미공군 기지 민간인 인사처, 건물 755호 213호실에 오셔서 검토할 수 있습니다.

**자격 요건**: 신체건강한 자. 경력 및 학력사항 필요없슴.

**영어언어능력시험**: 해당사항없슴.

**면접우선순위**: 면접우선권의 우선순위는 다음과 같습니다.

1. 주한미군 한국인 현직직원
2. 지역재임용 우선순위에 등록된 주한미군 전직직원
3. 현재 한국에서 근무하고 있는 미국장병 및 미국정부기관에서 근무하고 있는 민간인의 배우자 또는 부양가족의 요건에 맞는자
4. 한국인 외부 구직자

**기회균등주의 성명서**: 군산미공군기지는 기회균등주의 고용주입니다. 모든 응모자는 인종, 종교, 혈색, 정당, 사생아, 혹은 결혼유무, 성별, 연령, 국적 또는 신체불구에 관계없이 고려를 받게될 것입니다.

**고용 방침**: 주한미군의 채용방침은 자격과 공적에 근거를 둡니다. 어떤직원도 주한미군 기관에서 고용 혹은 승진을 교환조건으로 사례금을 요구 혹은 제공받을수 없으며, 구직을 신청한 구직자의 권리행사를 방해할 수 없습니다. 그러한 사실을 범한 직원은 주한미군 기관에서 해고 대상이 됩니다. 이 방침에 위배되는 행위를 알고있는 사람은 즉시 군산 미공군기지 인사처 군전화 782-4526번이나 군산지역전화 (063) 470-4526 또는 오산기지 인사처장에게 전화번호

784-6862번이나 평택일반전화 0505-784-6862번으로 연락해 주시기 바랍니다.

**신청 방법**: 주한미공군에 근무하고 있는 현직직원은 (주한미공군 양식 130EK)를 민간인 인사처나 오산 혹은 홈페이지 <https://www.51fss.com/civilian-personnel-flight/> or <https://kunsanfss.com/civilian-personnel/> 에서 출력, 작성해서 군산 미공군기지 민간인 인사처에 제출하시기 바랍니다. 전자메일 주소는 [yong\_mi.kim.2.kr@us.af.mil](mailto:yong_mi.kim.2.kr@us.af.mil)입니다.

현재 한국에서 주둔하고 있는 미군장병의 배우자나 부양가족 또는 미국 정부 기관에서 근무하고 있는 미국 민간인의 배우자나 부양가족 응시자로서 채용우선권의 요건에 맟는 응시자는 구직신청서 (주한미군 양식 130호) 1부와 부양가족 진술서 양식및 결혼증명서, 보호자의 근무발령장을 군산기지 제8병력지원대대, 민간인 인사처 채용과, 건물 755호, 213호 군우 96264-2105로 제출하시기 바랍니다.

외부구직자는 인사처 관할 주한미군 현직직원은 구직신청서 (주한미군 양식 130EK)를 작성하고 서명하여 인사처에 제출하거나 전북 군산시 군산우체국 사서함 73호, 우편번호 54025, 주한미공군 군산기지 한인 채용과 앞으로 마감날짜까지 우편접수 하시기 바랍니다.

구직신청서 양식130EK는 오산기지 혹은 군산기지 홈페이지 [https://www.51fss.com/civilian-personnel-flight/](https://www.51fss.com/cpf/) or [https://kunsanfss.com/civilian-personnel/](https://kunsanfss.com/cpo/) 에서 볼수 있습니다.

**구직자는 구직신청서에 기재한 학력, 자격증 그리고 경력 (소득세 원천증명서)을 인정할 수 있는 증명서를 제출하시기 바랍니다. 구직신청서 작성은 한글과 영어로 각 항목마다 정확하고 완전하게 작성해야 하며, 또한 일자와 서명은 본인이**

**직접 하여야 합니다. 위와같은 요구사항을 구비하지 못한 구직신청서는 고려하지 않고 페기 처리 됩니다. 구직신청서가 사본일경우에는 반드시 본인이 서명한후 제출바랍니다.**

**마감일자 이후에 본 인사처로 접수된 모든 지원서들은 접수되지 않으며 또한 인사처에 제출한 모든 서류는 일체 반송하지 않습니다. 제대로 작성되지 않은 구직 신청서 제출된 지원서류들은 자동 페기 됩니다.**

**추가정보**: 더 자세한 문의사항은 전화번호 782-4526, 군산지역 전화 (063) 470-4526으로 연락바랍니다.