



JOB TITLE	Administrative Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N9 Fleet and Family Readiness
JOB ANNOUNCEMENT NUMBER	FFR17-0086B
SALARY RANGE	\$13.00 - \$17.00 Hourly, Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Wednesday, June 21, 2017
CLOSING DATE	Wednesday, July 5, 2017
SERIES & GRADE	NF-0303-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

****This is a re-advertisement of announcement FFR17-0086A which closed on May 22, 2017. Applicants who previously applied will be considered and NEED NOT RE-APPLY, unless to add additional information.**

JOB SUMMARY

This position is located in the Fleet and Family Readiness (N9), Navy Region Japan office. Incumbent performs a wide variety of administrative support duties under the general supervision of the N9 Director. Incumbent proceeds independently to plan and carry out assignments to include obtaining and presenting data and advice necessary for the proper functioning and management of the Fleet Readiness Programs. Incumbent receives assignments along with instructions as to objectives, priorities, and limitations. Completed work is evaluated for appropriateness and conformance to policy. Performs a variety of miscellaneous duties and responsibilities which provides continuity and efficiency of administrative office operations and procedures.

DUTIES AND RESPONSIBILITIES

Performs a wide range of administrative support services assisting in supporting Navy Region Japan Fleet and Family Readiness programs to include: Family Readiness (FFSP, CYP), Fleet Readiness (MWR, Food & Beverage, Lodging), and Housing on matters relating to program management. Assists with development/reviews/interpretations/drafts and recommends revisions to regulations, directives, memoranda and policy on administrative functions including determining the extent the organization is affected and advises operating officials. Drafts policy statements on administrative functions that are subject to review and approval of the supervisor. Disseminates information to N9 staff concerning policies, plans, procedures, methods and actions of an administrative nature. Prepares correspondence covering subject of an administrative nature, both internal and external. Maintains control of action correspondence; performs follow-up action to ensure timely reply/action. Receives and logs outgoing correspondence, reviewing it for correct format, punctuation, spelling, grammatical accuracy, factual correctness, enclosures, dates, signatures, complete addresses, etc. Responds personally to non-technical, but substantive, requests for information involving directorate programs and functions, project assignments, internal procedures and relationships, and current work status. Compiles and prepares a wide variety of continuing or one-time special statistical and narrative reports from records maintained. Provides assistance in developing statistical data and special reports, compiling/preparing drafts and finalizing technical papers and/or similar instructional materials in support of program specialties. Effectively enhances the ability of the office to support overall mission requirements through developing methods for automating administrative data collection requirements and reports considering the interrelationships of reports and multiple uses data. Determines the best software type for each requirement (such as databases or spreadsheet). Determines data categories to be established, sorting and calculating functions to be performed, and procedures for entering and retrieving data. Uses graphics software to provide charts, and graphs for view graphs or paper presentations for briefings. Establishes and maintains office technical and administrative files in accordance with applicable regulations. Maintains the office reference material consisting of directives, regulatory guidance and

publications. Composes non-technical written correspondence from a short phrase or idea, verbal instruction or rough notes. Receives and screens calls and visitors to the office, receiving and reviewing all incoming correspondence and preparing replies to general inquiries and routine actions. Screens out those requiring the supervisors personal attention and refers the remainder to other staff members based on subject matter. Receives, distributes and dispatches all office mail to include special handling, such as certified, registered or express mail. Determines requirements for forms, publications and printing and independently prepares/processes the appropriate documents. Initiates requisitions for supplies and material and work requests for maintenance. Prepares a variety of materials using both an electronic typewrite and computer keyboard wherein the work requires competitive level proficiency in typing as well as knowledge of office hardware and software systems. Materials produced include correspondence, technical reports, briefings, tables, forms, and viewgraphs. Uses automated data processing equipment and off-the-shelf software programs such as Microsoft Word, Excel and Power Point to prepare, in final form, a variety of narrative and tabular materials such as correspondence, reports, charts, graphics, regulations, staff studies, flyers, brochures and other handouts. Ensures documents meet criteria contained in administrative guidance and checks for correct format, grammar, spelling, punctuation, capitalization, etc. prior to releasing document for signature and/or distribution.

QUALIFICATIONS REQUIRED

Knowledge of administrative support functions and skill in planning, organizing and interpreting a wide range of administrative requirements. Knowledge of programs of the division as relates to clerical and administrative support functions.

Ability to write, using proper grammar, spelling, punctuation, etc., to properly prepare correspondence.

Knowledge and skills to develop and coordinate the work of the office with other offices, including advising professional staff and clerical staff on new procedures or regulations, and information to be provided for use in conferences.

Ability to use office automation systems and to use several types of software for various office needs.

Ability to prepare and apply knowledge of software functions to produce wide range of documents often requiring complex formats.

Knowledge of organizational functions and procedures of the unit to perform such duties as distribute and control mail, refer phone calls and visitors, and provide general nontechnical information.

Ability to operate an electric typewriter, word processor, or other office automation equipment. A fully qualified typist is required.

CONDITION 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 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>

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

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.navymwr.org/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: 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

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.