



JOB TITLE	CYP Operations Clerk
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Program / SAC
JOB ANNOUNCEMENT NUMBER	FFR18-0160
SALARY RANGE	\$10.00 - \$14.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, March 2, 2018
CLOSING DATE	Friday, March 9, 2018
SERIES & GRADE	NF-0303-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	3
DUTY LOCATION(S)	Naval Air Facility Atsugi, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Applicants

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Operations Clerk is to serve as a contact point for information and perform clerical and administrative tasks in support of the CYP, which includes Child Development Centers (CDCs), Child Development Homes (CDH), School Age Care (SAC) programs, Youth Programs (YP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies.

DUTIES AND RESPONSIBILITIES

Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA). Ensures child registration and enrollment paperwork is complete and current. Ensures that all USDA food program records are accurate, up-to-date, and readily available. Reviews and submits completed paperwork for background checks. Maintains office files and records. Provides required information to requesting agencies that include but are not limited to Family Advocacy, Naval Investigative Services, Environment, Safety and Fire personnel, and USDA. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Conducts research of records and follows up in order to resolve discrepancies and problems. Notifies supervisor of any discrepancies and informs supervisor of any issues/problems that cannot be resolved. Provides front desk coverage, logs children in and out of the facility, and informs and answers question regarding programs and services, patron financial obligations, waiting lists, events, and policies and procedures. Assists with dissemination of information to CDH providers regarding training schedules, certification process, application status, and USDA reporting requirements. Takes telephone calls and responds to inquiries, referring calls to supervisor or other personnel when appropriate. Performs assigned resource and referral duties and assists in maintaining current waiting list. Collects fees and charges and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures. Responsible for monitoring all supplies and resources. Notifies supervisor of items that need to be ordered. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

Incumbent must be at least 18 years of age. Must have a High School Diploma or equivalent AND 2 years of administrative experience is preferred. Knowledge of administrative support functions. Knowledge of general office automation software, practices and procedure in order to accomplish various work assignments. Knowledge of military CDC, CDH, SAC, YP, R&R AND THE USDA Food programs. Ability to maintain a computerized database and a working knowledge of computer keyboard and Child and Youth Management System (CYMS) or equivalent database system. Ability to maintain accurate reports and records and military style documents. Ability to communicate effectively in English, both verbally and in writing. Skill in cash handling is required.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

"Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test."

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/hr>

HOW TO APPLY

Interested applicants can submit all required documents to: Building 978 FFR Personnel Office NAF Atsugi, Japan.

Or send your resume via email: 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 <https://www.navymwratsugi.com/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and 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.