

MERIT PROMOTION AND PLACEMENT ANNOUNCEMENT
KOREAN NATIONAL POSITION
CIVILIAN PERSONNEL OFFICE KUNSAN AIR BASE

ANNOUNCEMENT NUMBER: [KAB-NAF-13-2024](#)

OPENING DATE: 17 Apr 2024

CLOSING DATE: 25 Apr 2024

POSITION TITLE & GRADE: Cashier-Checker, KGS-2091-03 (1-Part Time)

SALARY: Between 13,940 – 19,789 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 United States Air Force, Korea (USAFK). (Priority Group 5).

NOTE: 1. Applicants applying under this vacancy announcement may be converted to full-time without further competition.
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: Serves as cashier in a food or retail sales store where a large variety of commodities and/or food are sold and where the cashier is responsible for a small department or one commodity. Checks items purchased by customers and determines the total bill, either mentally or by using a cash register. Checks identification of customers, as required, verifying signatures. Receives and examines payment from customers, places it in a register and makes change as necessary. Receives change fund from Cashier Cage, counts and places in cash register. Maintains sales register and any other accounts or lists necessary. Prepares clerk's reports at end of shift, showing the type of payments and total amount received and turns cash and necessary reports over to the manager. Replenishes stocks and displays merchandise in accordance with predetermined display methods. May participate in conducting inventories. Serves as counter clerk as required. Performs other duties as assigned.

OTHER SIGNIFICANT FACTS: Subject to work on a rotation day/swing or night-shift and on weekend and holiday shift.

DRAM SHOP STATEMENT: Any member, dependent or guest that appears to be intoxicated and not in complete control of other faculties will be refused service of alcoholic beverages. Club Operations Assistant and one other member of the management staff (when possible) will inform this individual(s).

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: Six (6) months of general experience or one (1) year of education above the high school is required.

General Experience includes progressively responsible work which indicates ability to acquire the knowledge, skills and abilities (KSAs) needed to perform the duties of the position to be filled.

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 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 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. Ability to operate electric cash register.
2. Ability to work effectively with others.
3. Ability to read, write, speak and understand English.

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 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 수 있는 제반 증명서와 함께 <군산시 군산우체국 사서함 73 호 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.