

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

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**ANNOUNCEMENT NUMBER: 18-339T      OPENING DATE: 25-Oct-18 CLOSING DATE: 15-Nov-18**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

Financial Management Technician, GS-0503-08, D2151000, E-1/AB - E-5/SSgt, MPCN:86017734

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**APPOINTMENT FACTORS: OFFICER**       **WARRANT OFFICER**       **ENLISTED**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**

\$41,287.00-\$61,478.00 PA

**SUPERVISORY**     **MANAGERIAL**

**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

161<sup>st</sup> Air Refueling Wing, Phoenix, AZ

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:**

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a **Resume** or the **Optional Form 612.**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, and be able to qualify for the following AFSC: 6F0X1**

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**Relocation Incentive may be offered:**            YES             NO   
**PCS may be offered:**                            YES             NO

**NOTES:**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Skilled in providing technical/administrative supervision of subordinate finance personnel, including mentoring, training, and development.
2. Skilled in establishing and maintaining effective communications and working relationships with subordinate staff, supported organizations within the wing, geographically separated units and all levels of key management officials.
3. Skilled in applying procedures and directives by independently researching and interpreting DoD, Air Force, and Air National Guard laws, regulations, policies, and program material.
4. Knowledge and expertise of Financial Management Analysis processes, principles, methods, and techniques.
5. Skilled in performing Budget and/or Accounting duties utilizing the Financial Management systems and Microsoft Office Programs.
6. Ability to apply and communicate a high level of sound and independent judgement to provide decision support for all levels of key management officials.

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**SPECIALIZED EXPERIENCE:** Must have at least 18 months experience doing thorough accurate work that requires a logical sequence of steps to accomplish a task. Experience in obtaining and interpreting information, organizing and developing clear and meaningful written information. Experience providing technical and specialized administrative data, background material and references upon request.

**BRIEF JOB DESCRIPTION:** This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The purpose of this position is to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial management services and accounting functions. Incumbent uses complete understanding of interrelated systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records.

**SELECTING OFFICIAL:** SMSgt Spivey

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