



**NAF VACANCY ANNOUNCEMENT
MARINE CORPS COMMUNITY SERVICES
HUMAN RESOURCES DIVISION**

1401 West Road, Camp Lejeune, NC 28547-2539

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FAX: (910) 451-6771

Email: lejeune.vacancies@usmc-mccs.org

Web site: www.mccslejeune.com

EQUAL OPPORTUNITY EMPLOYER

No: 124-09

Opens: 24 Aug 09

Closes: Until Filled

POSITION: OFFICE AUTOMATION CLERK

NF-0326-02 LEVEL

MINIMUM STARTING SALARY \$9.59 PER HOUR

TYPE OF EMPLOYMENT: FLEXIBLE

LOCATION: MARINE AND FAMILY SERVICES DIVISION, CHILDREN, YOUTH AND TEEN PROGRAMS BRANCH, VARIOUS LOCATIONS

AREA OF CONSIDERATION: ALL SOURCES

MINIMUM QUALIFICATION REQUIREMENT: Must have one year experience in performing a variety of clerical, administrative, secretarial and typing duties.

SPECIAL NOTE: MUST BE ABLE TO WORK VARIABLE SHIFTS. INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT MAY BE CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.

- Introduction.** This position is located in the Marine and Family Services Division, Children, Youth and Teen Programs Branch, Marine Corps Community Services (MCCS), Marine Corps Base, Camp Lejeune, North Carolina. The incumbent provides basic clerical duties which include typing, answering telephone, filing, and coordinating mail distribution.
- Duties and Responsibilities.** Demonstrates and promotes World Class Customer Service with an emphasis on courtesy. Assists customers and associates, and communicates positively in a courteous and considerate manner. Maintains records and files, types a variety of material, assists in developing statistical data for report purposes, prepares daily, monthly and other reports, requisitions office supplies, assists in payroll record keeping and completion of timecards for office personnel, etc. Operates a personal computer and peripheral equipment to produce a variety of civilian and military correspondence, spreadsheets, charts, reports and graphs. Maintains required records for operation of the Child Development Center such as the daily activity records, attendance sheets, employee work schedules, timecards, profit and loss statements, etc. Maintains a general ledger reflecting status of each patron's account. Collects patron fees and ensures payments are made in accordance with standard operating procedures. Report all monies collected on a daily basis. Compiles monthly standard and recurring activity reports form budget, fiscal and attendance records. Maintains a daily disbursement journal and meal participation record in accordance with USDA Food Program requirements. Performs other related duties as assigned.

3. **Knowledge, Skills and Abilities (KSAs)**. KSAs are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position.

Qualified applicants will be evaluated on the degree to which they possess the KSAs shown below. Applicants should indicate their KSA's on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below. There is no specific format required for KSAs; however, the recommended format is a narrative descriptive format. Applicants are encouraged to provide in detail their work or volunteer experiences that show relatedness to the particular KSA, being careful to annotate **specific positions, examples, and dates** for each experience listed.

- a. Describe work or related experiences that demonstrate your ability to perform various administrative support functions.
- b. Describe work or related experiences that demonstrate your skills in the use of a personal computer and applicable software such as Microsoft Office.
- c. Describe work or related experiences that demonstrate your ability to multitask in a fast-paced environment.
- d. Describe work or related experiences that demonstrate your ability to handle money regularly.
- e. Describe work or related experiences that demonstrate your ability to provide customer service both in person and over the telephone.

4. **Selection**. This vacancy will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES. CURRENT AND FORMER NON APPROPRIATED FUND FEDERAL EMPLOYEES MUST LIST CURRENT AND/OR PREVIOUS EMPLOYMENT INFORMATION TO BE CONSIDERED FOR NONCOMPETITIVE APPOINTMENT. **INCLUDE POSITION TITLE, SERIES, GRADE, EMPLOYMENT DATES, AND REASON FOR SEPARATION FROM EACH POSITION HELD.**

5. **How to apply**. You may apply on line by attaching your resume and KSA's to an e-mail addressed to: lejeune.vacancies@usmc-mccs.org. You may also submit a resume/application and KSAs in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539, **prior to 1500, 02 September 2009**. The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2. You may access Frequently Asked Questions (FAQ) concerning Merit Staffing procedures on our web site at <http://www.mccslejeune.com/jobs/jobsfiles/MeritStaffing.pdf>.

Spouses of relocating active duty military members applying through **Spouse Preference Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and attach a copy of sponsor's Permanent Change of Station (PCS) orders. **Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position.** Involuntarily separated members of the armed forces and eligible family members applying through the **Transition Assistance Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and present ID card with "TA" stamped in red on front of card.

6. **Action Required of Managers/Supervisors**. Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is

Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> .

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions within Marine Corps Community Services.