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# NAF VACANCY ANNOUNCEMENT

## MARINE CORPS COMMUNITY SERVICES

### HUMAN RESOURCES DIVISION

1401 West Road, Camp Lejeune, NC 28547-2539

COM: (910) 451-9279

FAX: (910) 451-6771

Email: [lejeune.vacancies@usmc-mccs.org](mailto:lejeune.vacancies@usmc-mccs.org)

Web site: [www.mccslejeune.com](http://www.mccslejeune.com)

### EQUAL OPPORTUNITY EMPLOYER

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No. 154-09

Opens: 5 Nov 09

Closes: Until filled

**POSITION: STORE WORKER LEADER**

**NL-6914-04**

**MINIMUM STARTING SALARY \$9.93 PER HOUR**

**TYPE OF EMPLOYMENT: FLEXIBLE**

**LOCATION: RETAIL DIVISION, VARIOUS LOCATIONS**

**AREA OF CONSIDERATION: ALL SOURCES**

**MINIMUM QUALIFICATION REQUIREMENT:** Must have one year experience in stock handling methods, including pricing, displaying, and rotating stock.

**SPECIAL NOTE:** MAY BE REQUIRED TO WORK ROTATING SHIFTS, NIGHTS AND WEEKENDS. THIS ANNOUNCEMENT MAY BE CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FUTURE COMPETITION.

- 1. Introduction.** This position is located in the Retail Division, Marine Corps Community Services (MCCS), Marine Corps Base, Camp Lejeune, North Carolina. The incumbent leads other store workers in performing their assigned duties. Must possess a valid forklift operator's permit or be able to obtain one.
- 2. 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. Assists in the training of assigned personnel, assigns tasks and work schedules and reports on employee performance and results of assignments. Ensures that store workers are following standard operating procedures by performing periodic checks. Loads and unloads truck, carts, or pallets and assists in moving stock. Follows established receiving, storing, and issuing methods and procedures. Receives and signs for merchandise, verifies markings and quantities against invoices or shipping statements. Checks for damaged or defective merchandise. Assists in the storage of stock by stacking items in groups by commodity and size. Moves, stocks, tags, prices, and displays merchandise. Assists in inventories.
- 3. Knowledge, Skills and Abilities (KSA's).** KSA's 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 KSA's 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 KSA's; 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 work experience listed.

- a. Describe work and related experience that demonstrates your knowledge of stocking, invoices and shipping statements.
- b. Describe work and related experience that demonstrates your ability to operate a personal computer with applicable software.
- c. Describe work and related experience that demonstrates your ability to operate a handheld inventory receiving unit or device.
- d. Describe work and related experience that demonstrates your ability to lead others in the accomplishment of work.

**SPECIAL REQUIREMENT:** This is a Blue Collar Position where the incumbent must be able to lift and carry objects up to 45 pounds independently and objects over 45 pounds with assistance

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](mailto:lejeune.vacancies@usmc-mccs.org). You may also submit a resume/application in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539. 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. Employment is contingent upon the successful completion of a National Agency Inquiry background check.**

**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.**