

VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	OFFICE AUTOMATION CLERK		
SALARY:	\$10.37 - \$13.00 Per Hour (SALARY COMMENSURATE WITH EXPERIENCE)	SERIES NUMBER:	NF-0326-02
ANNOUNCEMENT #:	0008-10	OPEN DATE:	01/07/2010
LOCATION:	Kupulau CDC	FIRST CUT OFF DATE:	01/14/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Mon-Fri between the hours of 6:00am - 6:00pm **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input type="checkbox"/> Salary to be increased by 25% COLA (Subject to change)	<input type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input type="checkbox"/> Minimum Age 21 Required	<input type="checkbox"/> Resume/Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test	<input checked="" type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Operates a personal computer (PC) and peripheral equipment to produce a variety of civilian and military correspondence, spreadsheets, charts, reports and graphs, using a variety of software programs at the offices of Children, Youth & Teen Programs. Provides initial contact/customer service for patrons visiting the Resource and Referral Office and enters registration data, and on completion refers patrons to the Counselor. Performs a variety of administrative and clerical tasks associated with office functions, arranging for obtaining office supplies, performing research of office documents, maintaining office files, etc. Transmits and receives documents and messages electronically using PC network or links to other computers. Proofreads all prepared correspondence and checks for regulations. Operates PC using graphics applications to produce various graphic materials as required. May type and prepare statistical data sheets with use of PC and applicable software. As required, provides back-up administrative and clerical support to Youth Activities, Olinia Child Development Center, Family Child Care, and Kupulau Child Development Center, and in absence of Resource and referral Counselor responds to patron enquiries applying established office listings. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: One to two years of experience in the operations of a personal computer and peripheral equipment. Knowledge of a variety of integrated software programs. Knowledge of general office clerical procedures with ability to organized and maintain office work activities and systems; experience or potential to deal in problem solving situations as they relate to customer service and satisfaction; and ability to communicate orally and in writing.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. APPLICATIONS RECEIVED BY **1/14/2010** WILL BE GIVEN FIRST CONSIDERATION.

WHAT TO FILE: An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com. **CURRENT MCCS HAWAII EMPLOYEES:** Submit APPLICATION FORM NAF 0910 FORM P-455.

WHERE TO FILE: MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option.

EVALUATION AND RANKING OF CANDIDATES: All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, age or handicap condition. Applicants who meet the qualifications will be evaluated.

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case.

NO FEAR ACT: MCCS does not retaliate against an employee or applicant for making a protected disclosure. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: 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.