

NF-3 & ABOVE 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:	ADMINISTRATIVE ASSISTANT		
SALARY:	\$38,324 per Annum (Salary commensurate w/exp)	SERIES NUMBER:	NF-0326-03
ANNOUNCEMENT #:	0009-10	OPEN DATE:	1/8/2010
LOCATION:	Marine & Family Services	FIRST CUT OFF DATE:	1/15/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Monday-Friday 0730-1600 **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input type="checkbox"/> Minimum Age 21 Required	<input checked="" type="checkbox"/> Resume/ Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test Required	<input checked="" type="checkbox"/> COLA Included in Salary (subject to change)	<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: The incumbent provides direct administrative assistance to management or upper echelon positions within Marine Corps Community Services (MCCS). Performs a variety of responsible administrative duties requiring a substantial level of judgment, experience and discretion. Screens calls and visitors, personally handles majority of requests for information and refers others as appropriate. Types correspondence, reports and other materials in final smooth format. Maintains organization and update of various files, regulations, manuals and directives. Reviews all incoming correspondence, determining proper action. Reviews outgoing correspondence and reports ensuring proper format and concurrence with established directives. Maintains calendar and schedules appointments and meetings according to workload and current issues of importance for management level positions. Handles matters and situations of a confidential and sensitive nature. Performs daily responsibilities independently. Provides training to lower-graded administrative employees as needed. May maintain and follow up on scheduling of meetings, training, conferences and personnel issues for management-level employees. Serves on various advisory committees such as Total Quality Leadership Board, Employee Recognition, Dependents Aid Association, Combined Federal Campaign Fund and Savings Bond Program. Acts as liaison among employees in management level positions, Managers, local command POC's, outside agencies, other commands and other MCCS divisions. Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Three years experience in performing administrative duties for upper-level management positions in a large customer-oriented organization that demonstrates knowledge of administrative management and ability to apply this knowledge in various work operations. Must have knowledge of grammar, spelling, punctuation and experience in the operation of a personal computer and peripheral equipment. Must possess knowledge of a variety of integrated software programs. Must demonstrate effective oral and written communication. This is a white-collar position where occasional lifting up to 20 lbs may be required.

WHAT TO FILE: Submit a completed MCCS employment application, Resume and Cover letter to the NAF Personnel Office. An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED BY 01/15/2010 WILL BE GIVEN FIRST CONSIDERATION.** Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies.

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.

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 NAF Personnel Office representative. 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.