

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:	CASH CLERK		
SALARY:	\$10.50 Per Hr	SERIES NUMBER:	NF-0530-02
ANNOUNCEMENT #:	0017-10	OPEN DATE:	01/15/2010
LOCATION:	Cash Office	FIRST CUT OFF DATE:	01/22/2010
AREA OF CONSIDERATION:	All Sources	HOURS: 8:00-4:30 Mon-Fri **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 checked="" 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 type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Position is responsible for the collection of dishonored checks which were cashed or taken as payment throughout MCCS facilities. Prepares case files, researches payees record, contacts individuals, explains MCCS and MarCorps policies on dishonored checks, prepares delinquency letters to individual and command, updates AAFES/DPP, Merchandising MIS systems to report and/or delete dishonored check actions by individuals, and applies varied resources to obtain collection, including preparing pay checkage documents (DD-139s) for submission to appropriate military payroll offices. Logs checks on registers, prepares accounting documents, verifies funds, reconciles payments, and forwards completed actions to Accounting Office. Prepares general reports. Operates package machines in connection with the counting and wrapping of coins and currency. Assists with other Cash Office functions, including check cashing, answering questions, taking change orders, verifying funds and selling money orders, Western Union transfers, etc. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS: A minimum of one-year experience in responsible work which demonstrates proficiency in handling negotiable instruments and in accounting clerical methods and techniques. Requires a knowledge of office practices and procedures relating to accounting forms, accounting terms, basic types of action that can be taken to collect dishonored checks, ability to communicate orally and in writing, and operate a personal computer with Microsoft Word, Excel and Access proficiency. Must be able to operate a 10-key calculator. Must demonstrate ability to operate a cash register and to lift/carry up to 30 pounds.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **01/22/2010** WILL BE GIVEN FIRST CONSIDERATION. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Position to remain open until filled.

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.