

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

[www.mccshawaii.com](http://www.mccshawaii.com)

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

<b>POSITION:</b>	<b>Operations Clerk</b>		
<b>SALARY:</b>	<b>\$11.50 Per Hour</b>	<b>SERIES NUMBER:</b>	<b>NF-0503-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0024-10</b>	<b>OPEN DATE:</b>	<b>01/29/2010</b>
<b>LOCATION:</b>	<b>Marina &amp; Recreation Equipment Rental</b>	<b>FIRST CUT OFF DATE:</b>	<b>02/05/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Sun – Sat 6:30 a.m. – 8:30 p.m.</b> **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>	<input type="checkbox"/> <b>25% Cost-of-living-allowance is included in the above salary, subject to change</b>	<input type="checkbox"/> <b>Valid Drivers License Required</b>	
<input type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>	<input type="checkbox"/> <b>Health Card Required</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Provides clerical assistance to the Marina/ORC Manager, performing a variety of administrative, reporting and control accounting duties involving the operations of the Marina/ORC. Maintains memorandum records which track and ensure the Marina/ORC operates within approved budgets; reviews cash receipts during shift, and as necessary instructs sales personnel on proper cash handling in relation to Marina/ORC; prepares daily, weekly, monthly and ad hoc management reports from operational data maintained such as rental gear inventories, & RecTrac maintenance. Performs clerical work as it pertains to the boat storage areas, ensures all contracts are current and up-to-date, and fills vacant spots with people on the waiting list. Performs research I connection with presentation of statistical data, researching status of purchase order requests, and maintains various action control records, tracking responses due from organizational units on customer comments regarding Marina/ORC operations. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** A minimum of one-year experience in responsible clerical and administrative support work, which demonstrates proficiency in business mathematics and accounting-type practices and ability to perform the work of the position under general supervision. Must be proficient in researching and presenting statistical information and in general office support methods and procedures. Work involved requires a high level of commitment to the policies and program goals of the Marina/ORC. Ability to operate a personal computer and adapt various software applications and demonstrated effective and oral and written communication skills are required.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/05/2010** 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. An application may be obtained at the NAF Personnel Office or by visiting our website at [www.mccshawaii.com](http://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](http://www.mccshawaii.com) website by selecting MCCS NAF Job Listings and then choose Apply Now option.

**SPOUSE PREFERENCE:** Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office*) and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

**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.