

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:	CUSTOMER SERVICE CLERK LEADER		
SALARY:	\$10.37 - \$13.00 Per Hour	SERIES NUMBER:	NF-2091-02
ANNOUNCEMENT #:	0062-10	OPEN DATE:	03/03/2010
LOCATION:	BUSINESS OPERATIONS K-BAY MAIN EXCHANGE	FIRST CUT OFF DATE:	03/10/2010
AREA OF CONSIDERATION:	All Sources	HOURS: DAYS, NIGHTS, WEEKENDS, HOLIDAYS **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 COLA (Subject to change)	<input type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input checked="" 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: Assists supervisor by leading and directing subordinates, answering questions, passing on instructions, resolving problems which arise, training new employees, and ensuring the smooth flow of operations. Performs a full range of services such as assisting customers, taking special orders, providing layaway services, following up on delinquent payments, making refunds and adjustments, resolving routine complaints, and any other customer service related duties or transactions. Maintains a complete and systematic set of records relating to customer service transactions. Checks to ensure the periodic procurement of supplies and equipment required for an efficient operation. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: One to two years experience in retail sales. Ability to lead employees in performance of their duties. Knowledge of basic accounting and cash handling. Ability to operate a cash register Oral and Written communications skills are essential. Ability to lift and carry objects weighing up to 30 pounds.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. **APPLICATIONS RECEIVED BY 03/10/2010, 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.

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.