

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		
SALARY:	\$7.25 - \$9.50 Per Hour (Salary commensurate w/exp)	SERIES NUMBER:	NF-2091-01
ANNOUNCEMENT #:	0161-10	OPEN DATE:	06/28//2010
LOCATION:	Business Operations – Main Exchange	FIRST CUT OFF DATE:	07/06/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Days, Nights, Weekends and 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 type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX	

DUTIES: Assisting customers, taking special orders, providing layaway services, accepting applications for deferred payment plan, following up on delinquent payments, making refunds or adjustments, resolving routine complaints, and any other customer service related duties or transactions. May operate cash register, receive payment, and make change. Assists in the maintenance of pertinent records and logs relating to the customer service transactions. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Must have basic knowledge of business mathematics, with experience or training in cash handling, operating cash register, adding machine, and personal computer. Must be able to become familiar with and have understanding of MCCS policies, orders and regulations. Six months of experience or training in special orders or related retail operations, with technical knowledge of services and merchandise availability is desired. This position may become regular at a later date without further competition, in that all selections under this Job Vacancy Announcement will be competitively selected.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **04/08/2010** WILL BE GIVEN FIRST CONSIDERATION. **Failure to address these requirements may preclude 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: Applicants are required to successfully complete required background check and screening. Direct deposit is a mandatory condition of employment.

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

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.