

VACANCY ANNOUNCEMENT



***AMENDED 7/19/2010

MARINE CORPS BASE HAWAII
 MCCS Personnel Office
www.mccshawaii.com
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888

POSITION:	DESK CLERK		
SALARY:	\$10.81 Per Hour ***	SERIES NUMBER:	NF-1173-02
ANNOUNCEMENT #:	0163-10	OPEN DATE:	06/29/2010
LOCATION:	Temporary Lodging Facility	FIRST CUT OFF DATE:	07/06/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Sun – Sat 7 DAYS/24 HOURS Holidays/Weekdays/Weekends **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 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 type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX	

DUTIES: Ensures the efficient operation of the Lodging Facility during assigned shift. Accepts reservations, registers guests, assigns rooms, issues keys, calculates and posts all charges to guests' account, present statement, collect payments, and operates/uses computer to maintain records. Identifies front desk requirements or deficiencies and accordingly prepares pertinent reports. Responsible for change fund and its corresponding cash reports. Coordinates maintenance, purchasing, supply functions, and housekeeping services. May be required to assist in conducting the inventory of property and reconciliation of inventory records. Assists in training new employees. Provides information about location of activities and tourist attractions in the immediate area. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: At least one year experience as a desk clerk or in progressively responsible clerical, office, or other work which indicates the abilities to acquire the particular knowledge and skill to perform the duties of the job. Ability to operate a personal computer. Basic knowledge of business mathematics with experience in cash handling, operating cash register and computing charges. Ability to deal congenially and tactfully with others.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY 07/06/2010 WILL BE GIVEN FIRST 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.

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.

CONDITIONS OF EMPLOYMENT: Applicants are required to successfully complete required background check and screening. Direct deposit is a mandatory condition of 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.