

# 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>DESK CLERK</b>		
<b>SALARY:</b>	<b>\$10.37 Per Hour</b>	<b>SERIES NUMBER:</b>	<b>NF-1173-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0362-09</b>	<b>OPEN DATE:</b>	<b>12/08/2009</b>
<b>LOCATION:</b>	<b>Temporary Lodging Facility</b>	<b>FIRST CUT OFF DATE:</b>	<b>12/15/2009</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Sun – Sat 24 Hours / 7 Days a Week Holidays/Weekdays/Weekends **Hours subject to change based on business requirements**</b>	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>		<input checked="" type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>

**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 **12/15/2009** 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](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.

**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.