

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-01704



POSITION: RECREATION AID NF-01

SALARY: \$5.15 - \$5.75 PH

LOCATION: VARIOUS MWR FACILITIES

OPEN: 14 JANUARY 2004

CLOSE: OPEN CONTINUOUS

AREA OF CONSIDERATION: COMMUTING AREA

Spouse Preference Eligible

Involuntary Separated Military

Regular Full-Time (35-40 Hours Per Week)

One-Time Basis

Regular Part-Time (20-34 Hours Per Week)

Establish Register

Flexible (0-40 Hours Per Week)

Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670 Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES

The incumbent of this position is assigned to work in the Athletic/Recreation division or Golf Division and trained to work in various branches which includes: Bowling Center, Marina, Theater, Wood Hobby Shop and Golf Course.

Duties may include:

Responsible for issuing and receiving recreational equipment and making reservations.

Responsible for operating cash register, accuracy of daily activity report and all accounting documents.

Responsible for daily inventory, proper restocking and keeping manager informed of low stock items. Handles patrons inquiries, keeps abreast of ongoing and upcoming programs and events, ensuring operation regulations are followed.

Responsible for general cleanliness and upkeep of facility.

Performs maintenance and minor repairs to equipment.

Performs other related duties as assigned.

QUALIFICATIONS:

Must possess the ability to deal effectively with the public in a proper manner. Use independent judgment when necessary. Ability to operate a cash register desired.

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.