

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY

COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX

SF-171, OF 612 or RESUME TO:

MORALE, WELFARE & RECREATION DEPARTMENT

NAVAL SUPPORT ACTIVITY WASHINGTON

NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX

2770 ENTERPRISE WAY, S.W., SUITE 106

WASHINGTON, D.C. 20373-5823

TEL. # (202) 433-0804

FAX # (202) 433-5045

POSITION: Administrative Clerk

NF-0303-02

Flexible

SALARY: \$10.13 per hour

ANNOUNCEMENT #: 04-028

OPENING DATE: 30 June 2004

CLOSING DATE: UNTIL FILLED

LOCATION: CATERING AND CONFERENCE CENTER, NAVAL SUPPORT ACTIVITY WASHINGTON, WASHINGTON, D.C.

AREA OF CONSIDERATION: All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, D.C.

BRIEF DESCRIPTION OF DUTIES:

The primary purpose of this position is to perform administrative and technical tasks ensuring the smooth operation of the Food and Beverage Division. The incumbent oversees the work effort of the Food and Beverage Division, instructing them in format and language to conform with established policies in the preparation of purchase orders, employee's schedules, personnel action requests and other structured forms. For payroll, incumbent may compute timesheets, records annual leave, sick leave and overtime as well as answer questions pertaining to payroll. Incumbent types all correspondence for the Activity. Incumbent may be required to take minutes of meetings and maintain files in accordance with Navy Directives System.

QUALIFICATIONS:

Must have knowledge of general office functions. Must be able to derive information from various software applications and be proficient in Microsoft Suite/Office software programs as well as catering software. Should be proficient in math and able to operate office machines such as typewriter, calculator, and personal computer.

"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. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."