

Fleet & Family Readiness Programs

NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-022

LOCATION OF POSITION: Morale Welfare Recreation Department, Child & Youth Programs, NAS Pensacola CDC, Pensacola, FL.

OPENING DATE: 01/15/16

CLOSING DATE: 01/21/16

POSITION: Operations Clerk (CYP) NF-0303-02

SALARY: \$9.67 - \$16.81/PH

EMPLOYMENT CATEGORY: Part Time (**May be scheduled to work up to 35-40 hours weekly. May be required to work weekends, holidays, and evening/rotating shifts. Group benefits included.**)

AREA OF CONSIDERATION: Applications will be accepted from all sources.

BASIC DUTIES: This position serves as a contact point for information, perform clerical, and administrative tasks in support of the Child Development Program (CDP); which includes Child Development Centers (CDC), Child Development Homes (CDH), Resource and Referral Program (R&R), and the U.S. Department of Agriculture (USDA) Food Program. Perform a combination of duties related to one or more components of the CDP. Prepare/maintain assigned reports, correspondence, statistical, and financial data pertaining to components within the CDP. May be required to provide front desk coverage, log children in/out of the facility, inform and answer questions regarding programs, services, patron financial obligations, waiting lists, events, policies, and procedures. Assist with dissemination of information to CDH providers regarding training schedules, certification process, application status, USDA reporting requirements, etc. Perform assigned resource, and referral duties. Collect fee, charge, and record payments, etc. Ensure child registration and enrollment paperwork is complete and current. Ensure that all USDA food program records are accurate, up-to-date, and readily available. Maintain office files and records. Prepare various reports and other statistical data pertaining to the operation. Compiles data and submits to supervisor for action. Prepare appropriate government forms to submit for products and services. Maintain files and logs used by the organization, tickler files, regulations, directives, etc., and posts changes as required. Periodically updates files. Monitor supplies and resources. Conduct required inventories. Perform other related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is primarily sedentary. Work environment involves everyday risks or discomforts that require normal safety precautions typical of child care settings. Duties are performed primarily in an office type setting. Work may include prolonged hours of sitting and standing. Lift lightweight objects.

QUALIFICATIONS: High School graduate or equivalent and two years administrative experience preferred. Knowledge of administrative support functions to include general office computer automation software, practices and procedures. Ability to effectively communicate, follow directions verbally, and in writing (English). Present favorable pre-employment physical and evidence of immunization. Must complete all Navy Child Development training requirements within the specified timeframe to include CPR, First Aid, and Child Abuse & Neglect Recognition/Prevention. Successful completion of a background check NAC is a condition of employment.

SEE REVERSE SIDE FOR FILING INSTRUCTIONS AND ADDITIONAL INFORMATION

NOTE: As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

We are an E-Verify participant.

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered 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 are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

TO SUBMIT BY MAIL : MWR NAF Personnel Office,
150 Hase Rd. Bldg. 3249,
NAS Pensacola, FL 32508 **OR...**

FAX: (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website: www.navywmwpensacola.com.** The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

SPOUSE PREFERENCE: If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

VETERAN PREFERENCE: If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

ACTIVE DUTY MILITARY: Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

TRANSITION HIRING PREFERENCE: If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**
