



Administrative Assistant

Announcement # JB-12-058

Salary: \$14.00-18.00 Per Hour Series/Grade: NF-0303-02
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: Gateway Inns & Suites, JB Anacostia-Bolling

OPENED: 6 SEPTEMBER 2012
CLOSES: OPEN UNTIL FILLED

AREA OF CONSIDERATION: ALL SOURCES

REGULAR FULL TIME (35-40 Hours) BENEFITS OFFERED

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/NDW/About/Jobs>) To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032 or email to naf.jbab.fct@navy.mil. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306.

DUTIES AND RESPONSIBILITIES

Prepares and types correspondence using established procedures. Review/edit incoming and outgoing correspondence for proper format, conformance with procedural instructions, spelling, grammar and typographical accuracy. Receives telephone calls and visitors. Provides referrals to other divisions, as appropriate. Responsible for handling office mail, to include sorting, reading incoming correspondence and preparing outgoing. Makes arrangements for meetings including space, time and notifies attendees of agenda. Assembles background materials, reports and statistical data pertaining to meetings, briefings, etc. Provides minutes or summary reports of meetings. Makes travel arrangements for lodging staff. Prepares completed travel vouchers and reports, as requested. Performs other related duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED

One year office experience, with demonstrated knowledge, skills and abilities to perform the duties outlined above. Must be skilled in the use of a personal computer and various software programs. Must be able to type by touch with speed and accuracy. Ability to communicate effectively both orally and in writing. May be required to possess a valid state driver license, as travel to other facilities may be required within the normal scope of duties. Applicants will be notified when this is a requirement for appointment. Must be able to obtain access to base computer system. This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC), in accordance with NAVFAC policy.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of 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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.

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