

*******JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 15-167

OPENING DATE: 01 MAY 2015
1ST CUT OFF DAY: 15 MAY 2015
CLOSING DATE: OPEN UNTIL FILLED

POSITION TITLE, SERIES AND GRADE: RECREATION AID, NF-0189-01

SALARY: NF-01 \$8.00 -\$11.50 PER HOUR

WORK SCHEDULE: FLEXIBLE PART TIME (0-20) HOURS PER WEEK

**LOCATION: US NAVSUPACT, MORALE, WELFARE, AND RECREATION DEPT,
AUTO/WOOD SKILLS CENTER, SUPPORT SITE, NAPLES, ITALY**

DUTIES: Provides oversight of activities and necessary services to authorized patrons, including general information on the use of equipment. Ensures adherence to regulations and safety procedures. Monitors and checks the security of premises. May assist in preparing routine reports and/or perform clerical, custodial and/or general maintenance duties as needed. May operate a cash register, receive payment and make change.

QUALIFICATION REQUIREMENTS:

Applicants must have a minimum of six months of general experience. General experience is experience which demonstrates the ability to perform the above stated duties.

RATING ELEMENTS:

- (1) Knowledge of cash handling and mathematical computations.
- (2) Ability to maintain accurate records.
- (3) Ability to work effectively with others.

NOTE: PERSONS WHO ARE U.S. CITIZENS AND ALSO CITIZENS OF ITALY ARE NOT EMPLOYABLE IN A U.S. POSITION

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.