



Non-Appropriated Fund Vacancy ANNOUNCEMENT NUMBER NAF-2012-52

Opening Date: 26 October 2012

Closing Date: 09 November 2012

Position: CYP Operations Clerk, NF-0303-02

Salary: \$8.81 per hour

Status: Flexible 0-40 hours per week, with no benefits. May be required to work split shifts.
(Note: Employment category may be changed at a later date to Regular Full/Part Time, without further competition.)

Location: Child & Youth Programs, Naval Submarine Base Kings Bay, GA

Area of Consideration: Open to the public and Military Spouse Preference Eligibles

Duties: Performs duties related to one or more components of the Child & Youth Program (CYP). Prepares reports, correspondence, and statistical and financial data pertaining to CYP Programs. Provides front desk coverage, logs children in and out of the facility, answers questions regarding programs and services. Disseminates information to CDH providers regarding training schedules, certification process, application status, USDA reporting requirements, etc. Ensures child registration and enrollment paperwork is complete. Ensures that all USDA food program records are accurate. Collects fees and records payments. Notifies supervisor of delinquent payments. Completes a Daily Activity Report (DAR) and ensures proper deposit of funds. Maintains files and records accurately in the Child & Youth Management System (CYMS). Provides information to agencies which include; Family Advocacy, Naval Investigative Services, Environmental, Safety and Fire Personnel, and USDA. Responsible for monitoring all supplies and resources. Performs other duties as assigned.

Qualifications:

- Must be 18 years or older and a high school graduate or equivalent.
- Requires two years administrative experience.
- Requires knowledge of administrative support functions including general office functions.
- Must be computer proficient.
- Accounting experience not required, but preferable.
- Must be able to communicate effectively and follow directions, verbal and written.
- Must possess strong interpersonal skills, be able to multi-task and work in a busy atmosphere.
- Must possess a valid driver's license.

Basis of Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.