



# CYP OPERATIONS CLERK

## Announcement M - 20612

**Salary: \$11.50 - \$13.50 per hour    Series/Grade: NF-0303-02**  
Naval District Washington - Fleet and Family Readiness Program  
Department of the Navy Non-Appropriated Funds

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**LOCATION: YOUTH CENTER - PAX RIVER**

**OPENED: 10/4/2012**  
**1<sup>ST</sup> CUTOFF: 10/18/2012**  
**CLOSES: When Filled**

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**AREA OF CONSIDERATION: ALL SOURCES**

**FLEX SCHEDULE = 0- 40 HOURS PER WEEK**

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**HOW TO APPLY:** Download required application forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to [naf.npaxr-soli.fcm@navy.mil](mailto:naf.npaxr-soli.fcm@navy.mil). When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

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**Must submit High School Diploma (or equivalent documentation) AND higher level degree, if applicable, with your application packets for these position.**

The purpose of the Child and Youth Program (CYP) Operations Clerk is to serve as a contact point for information and perform clerical and administrative tasks in support of the CYP, which includes Child Development Centers (CDC's), Child Development Homes (CDH) School Age Care (SAC) Programs, Youth Programs (YP), Resource and Referral (R &R) Program and the US Department of Agriculture (USDA) Food Program.

### **DUTIES AND RESPONSIBILITIES:**

The CYP Operation Clerk performs a combination of duties related to one or more components of the CYP. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies. Prepares and maintains assigned reports, correspondence and statistical and financial data pertaining to components within the CYP (e.g. CDC, CDH, SAC, YP, R&R and USDA.) Ensures child registration and enrollment paperwork is complete and current. Ensures that all USDA food program records are accurate, up-to-date and readily available. Review and completed paperwork for background checks. Maintains offices files and records. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Notifies supervisor of any discrepancies and informs supervisor of any issues/problems that can not be resolved. Provides front desk coverage, logs children in and out of facility and informs and answers questions regarding programs and services, patron financial obligations, waiting lists, events and policies and procedures. Assists with dissemination of information to CDH providers regarding training schedules, certification processes, application status and USDA reporting requirements. Takes phone calls and responds to inquiries. Performs assigned resource and referral duties and assists in maintaining current waiting list. Collects fees and charges, and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures. Responsible for monitoring supply levels. Completes all DoN training requirements. Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

High School graduate or equivalent AND 2 years of administrative experience. Must have cash handling experience. Knowledge of administrative support functions. Knowledge of general office automation software in order to accomplish various work assignments. Ability to operate a computerized data base. Working knowledge of computer keyboard and Child and Youth Management System or equivalent data base system. Ability to maintain accurate reports and records. Knowledge of military CDC, CDH, SAC, YP, R&R and USDA Food Programs. Experience working with military families preferred. Strong interpersonal skills. Must be able to pass a pre-employment physical to include being able to provide evidence of immunizations. Must be able to pass a background investigation that includes a National Agency Check with Written Records (NACI).

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**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. All selections are contingent upon the obtaining of satisfactory employment reference checks.

***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.**

**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>.**

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.

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.

**Visit our web site:**

**<https://www.cnmc.navy.mil/ndw/About/Jobs/>**