



CASHIER

Announcement # ANNA 0022-12

Salary: \$10.42 per hour Series/Grade: NF 0530 01

Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: ANNAPOLIS BLUE JACKET CAFE

OPENED: 06/06/2012

CLOSES: Open Till Filled

AREA OF CONSIDERATION: ALL SOURCES

REGULAR PART-TIME (20-34 HOURS PER WEEK)

TO APPLY: Download forms on <https://www.cnic.navy.mil/NDW/About/Jobs/>

Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Collects and issues money bags, cash funds, and sub-custody receipts from Sales associates/Cashiers; maintains log record of movement of money bags and cash funds issued. Prepares bank deposits of cash receipts and makes change funds for cash registers. Cashes payroll checks, personal checks, government checks, travelers checks, and money orders for authorized patrons, assuring that proper identification is provided. Checks names against "bad check" list and/or social security number before processing the payment of personal checks. Receives, counts and verifies monies received with daily cash reports for accuracy. Prepares coversheet by register, amount and register number with Daily Cash Report, as required. Operates package machines in connection with the counting and wrapping of coins and currency for change machines. Maintains appropriate logs as necessary. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Must have knowledge of basic cash handling procedures, be familiar with currency and negotiability requirements, and be able to operate a cash register. Knowledge of business mathematics and routine office procedures required. Six months of experience is preferred.

SPECIAL REQUIREMENTS:

National and state background checks are required for positions that involve working with youth programs.

Visit our web site: <https://www.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. 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.**

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.

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.

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