



Office Automation Clerk

Announcement # JB-12-043

Salary: \$8.25-11.00 per hour Series/Grade: NF-0326-01
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: Capital Cove Marina, JB Anacostia-Bolling

OPENED: 8 JUNE 2012
CLOSE DATE: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE POSITION (0-40 HOURS PER WEEK) NO BENEFITS OFFERED

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>) 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 in place of the OF-612 and OF-306.*

DUTIES AND RESPONSIBILITIES:

Incumbent performs any combination of the following duties: Operates a personal computer, types routine documents, recognizes apparent errors in documents submitted, and refers the same to supervisor or designated personnel for correction. Operates various common office equipment to include copier, fax, shredder, and postage meter. May be required to receive telephone calls, assist customers, file routine documents, compile data and perform other routine clerical tasks. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Six months experience preferred that demonstrates knowledge sufficient to perform the above listed duties with normal supervision. Must be able to obtain a valid health card. Incumbent must be able to obtain access to base computer system if applicable. Position is subject to satisfactory completion of a background investigation.

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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