



NAF Vacancy Announcement
NAF Human Resources Branch
MARINE CORPS BASE QUANTICO
 2034 Barnett Ave, Little Hall, Quantico, VA 22134
 COM: (703) 784-3454 DSN: 278-3454 FAX: (703)784-3460
 E-MAIL: Quantico.vacancies@usmc-mccs.org
 WEB SITE: www.quantico.usmc-mccs.org

POSITION:	Sales Associate Leader – NF-2		
ANNOUNCEMENT #:	129-09RET	OPEN:	November 13, 2009
LOCATION:	MAIN EXCHANGE: UNIFORM DEPT	CLOSE:	November 20, 2009
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$10.00-\$11.00/hr
TYPE OF APPOINTMENT:	Regular Full-time, Non-Exempt	HOURS OF OPERATION: Mon-Fri: 0600-2100 Sat: 0800-2100, Sun: 0900-1900; 35-40 hrs/wk ** Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Virginia Drivers License Required	

DUTIES AND RESPONSIBILITIES: Relays instructions from supervisor. Gets work started. Sets work pace. Demonstrates work methods, and provides work-related guidance. Ensures worksite materials and tools are available to complete work. Reports workplace injuries immediately to the immediate or higher level supervisor, and to the Human Resources office in the absence of the immediate supervisor. Checks with supervisor on problems. Checks on work and meets productivity goals. Ensures employees follow security, safety and housekeeping rules. Conducts on-the-job training and instructions. Performs supervisory duties in an emergency, or short-term and nonrecurring basis. Operates cash register and/or EDP terminal according to established procedures of receiving payment and making correct change. Is responsible for own change fund advance, turn-ins and cash receipt. Courteously assists customers in merchandise selection, stock location, prices, sizes and related assistance. Completes final sales transactions. Wraps and bags purchased merchandise insuring that the receipt is placed in the bag or taped to the wrapper. Assists in orderly display, rotation and stocking of merchandise, price marking where applicable. Makes stock count as appropriate and posts resulting data to merchandise unit control sheets. Advises appropriate superiors of broken or damaged merchandise, customer requests or complaints, fast or slow moving items, price-marking problems, suspected shoplifting or theft and related information. Required to verify/observe customer identification. Will check merchandise for ticket switching, unmarked items or damaged merchandise. In the absence of a Supervisor, may be required to open and/or close the department at the beginning and/or ending of the scheduled day's business. May be required to receive and sign applicable documentation for the receipt of direct delivery merchandise and complete required records for submission to accounting. May assist in annual inventories. Performs routine housekeeping duties in assigned areas.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. This is a white-collar position where occasional lifting up to 20 lbs may be required. Performs other related duties as assigned/required.

MINIMUM QUALIFICATIONS: One year above high school level in any field with a minimum of six months experience in retail sales is required. Knowledge of sales, cash handling and cash register/terminal operations. Above

average customer service skills are required. An equivalent combination of training and experience may be substituted for the qualifications above.

GENERAL INFORMATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> **For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made.** As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report.

MCCA is a Drug-free workplace. The use of illegal drugs by MCCA employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total **NET** pay is mandatory as a condition of employment for all appointments to positions within MCCA.

FILING INSTRUCTIONS:

All candidates must submit a complete MCCA application to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397 correspondence must be received by 4:00 p.m. on the closing date of this announcement. Fax: 703-784-3460 E-mail: Quantico.vacancies@usmc-mcca.org

POSITIONS ARE SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD