



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:	DESK CLERK NF-1		
ANNOUNCEMENT #:	700FL-BOQ	OPEN:	Open continuous
LOCATION:	BACHELOR HOUSING	CLOSE:	Open continuous
WHO MAY APPLY:	ALL SOURCES: **MUST BE 21 YEARS OF AGE	SALARY:	\$8.75- \$9.00 per hour
TYPE OF APPOINTMENT:	Flexible, Non-Exempt	HOURS:	Sunday thru Saturday- 0 to 40 hours per week. Must be available 24/7: Rotating Shifts: 0600-1430, 1400-2230, 2200-0630 ** Hours subject to change based on business requirements**
<input type="checkbox"/> Background Check Required	<input checked="" type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Virginia Drivers License Required	

DUTIES AND RESPONSIBILITIES: Accepts reservations, registers guests, assigns rooms, issues keys, calculates and posts all charges to guests' account, presents statement, collects payments, maintains records, manually and/or on a Personal Computer.

May be responsible for change fund. May answer telephone or operate telephone system. Relays messages to guests. Receives, sorts, and distributes mail. Advises manager of any maintenance or guest problems. Calls emergency maintenance if warranted. In times of base closure, position is considered essential personnel, critical to the continuance of operational functions.

May sell retail merchandise. May rent video equipment and tapes. May answer questions about location of activities and tourist attractions in the immediate area.

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. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Six months experience in operating a computer preferred. Knowledge of basic cash handling techniques. This is a white-collar position where occasional lifting up to 20 lbs may be required. Must be at least 21 years of age. Must obtain a current health card.

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 MCCS 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 (MCCS) may obtain a Criminal Record Check and/or an investigative Consumer Report.

MCCS is a Drug-free workplace. The use of illegal drugs by MCCS 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 MCCS.

FILING INSTRUCTIONS:

All candidates must submit a complete application or resume to MCCS Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397 Fax: 703-784-3460 E-mail: Quantico.vacancies@usmc-mccs.org

*INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT **MAY BE** CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.*