

NAF VACANCY ANNOUNCEMENT

Twentynine Palms, California 92278

www.mccs29palms.com

POSITION:	Desk Clerk	ANNOUNCEMENT NO.:	017-12
LOCATION:	Billeting	OPENING DATE:	03-Feb-2012
SERIES & GRADE:	NF-1173-01	CLOSING DATE:	13-Feb-2012
AREA OF CONSIDERATION:	Open	BEGINNING WAGE:	\$ 9.00-\$10.00/hr
TYPE OF APPOINTMENT:	Flex (0-40 hrs)	* Must be able to work nights, mornings, weekends and holidays.	

POSITION DESCRIPTION OF DUTIES:

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.

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 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.

HOW TO APPLY: Qualified applicants desiring consideration under this announcement must submit an employment application indicating the title of the position and the vacancy number. Applications must be submitted to the NAFI PERSONNEL OFFICE, Bldg. 1533, before the close of business on the closing date. All applications will be retained and will not be returned to the applicant. You can reach the Personnel Office at 760-830-5637 Ext. 422 or e-mail resume/application to 29palms.vacancies@usmc-mccs.org

NOTE: Management reserves the right to consider other appropriate noncompetitive sources to fill vacant positions. As part of the employment process, NAF may obtain a Criminal Record Check and/or an Investigative Consumer Report. Non-appropriated Fund activities aboard the Marine Corps Air Ground Combat Center are Equal Employment Opportunity employers. 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, or any other non-merit factor. NAF provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodations should contact NAF at 760-830-5637 ext. 225. The decision to grant an accommodation will be made on a case-by-case basis.

*As a condition of employment, candidates are required to participate in direct deposit under all appointments to positions within NAF (except summer and temporary hires of 90 days or less)

*If the position becomes regular, the successful applicant may become regular without further competition.

Hal Neiger