

Non-Appropriated Fund Vacancy Announcement



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
LEMOORE, CA

Announcement Number: 020-17
Date Issued: 01/01/17
Closing Date: Open Until Filled

POSITION: AUTO HOBBY RECREATION AID, NF-0189-01
SALARY: \$10.50 PER HOUR
STATUS: FLEX NO BENEFITS
LOCATION: AUTO HOBBY SHOP, NAS LEMOORE
AREA OF CONSIDERATION: NAS LEMOORE COMMUTING AREA

DUTIES: The primary purpose of this position is to provide quality customer service to authorized patrons, providing general information, services, operations and ensuring the proper use of the facility tools and automotive equipment. Maintains routine reports and provides clerical, custodial and general maintenance as needed. Operates a cash register. Performs other related duties as required.

QUALIFICATIONS: Must be 18 years or older. Six month experience desired in basic automotive maintenance. Must be able to learn MWR policies, rules and regulations involving work area, and have the ability to communicate verbally and in writing in English. Must have knowledge of basic mathematics. Cash handling experience required. Must be able to lift up to 50lbs. Must meet Federal Employment suitability requirements and successful completion of background investigation. Background investigations are conducted using fingerprints identifications and completion of background inquiry forms.

TO APPLY: Submit Application to: Fleet and Family Readiness, Bldg. 737, NAS Lemoore, CA 93246-5001. Or you can Fax your application to (559) 998-4892 or email to LEMR.N92_MWR_HRO@navy.mil . Applications are available on line at: <http://navylifesw.com/lemoore/jobs/> Applications submitted to any FFR/MWR facility or Program Manager other than the HRO Office will not be considered. First consideration may be given to current MWR employees or non-competitive eligibles. Management reserves the right to fill the vacancy by methods other than merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel the vacancy announcement at any time during the recruitment process. Your application will be retained for 90 days. For any questions you may contact the NAF Human Resources office at (559)998-2243.

Applicants who do not meet the above requirements may not be interviewed
We are an E-Verify participant.

Due to volume of applications received, you may not be notified on non-selection.

DIRECT DEPOSIT IS MANDATORY UPON HIRING

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age disability, marital status, political affiliation, sexual orientation or any other non-merit factors.

Applicants should submit information concerning their experience, training and any awards or outside training activities pertinent to the position for which they are applying to ensure proper evaluation of their qualifications in the ranking process. In addition, performance appraisals may be considered, vouchers may be obtained and a personal interview may be required prior to selection.

Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the number above. The decision on granting reasonable accommodations will be on a case-by-case basis. Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to a reliable and productive Federal workforce.