



NAVY REGION SOUTHWEST FLEET & FAMILY READINESS



NON-APPROPRIATED FUNDS (NAF) VACANCY ANNOUNCEMENT

Vacancy Announcement Number: OC-SW-126
Job Title, PPlan, Series, & Grade: Child & Youth Program Operations Clerk, NF-0303-02
Location: Various Locations in the San Diego Commuting Area
Status: Regular Full-Time/Regular Part-Time/Flexible
Pay Range: \$12.61- \$13.61 Per Hour
Opening Date: 12 January 2017
Closing Date: Open Continuous - Open Until Filled
Area of Consideration: All Sources - Relocation Expenses Not Authorized

BRIEF DESCRIPTION OF DUTIES: The purpose of the Child and Youth Program (CYP) Operations Clerk is to serve as a contact point for information and perform clerical and administrative tasks in support of the CYP, which includes Child Development Center (CDCs), Child Development Homes (CDH), School Age Care (SAC) programs, Youth Programs (CYP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program. The CYP Operations Clerk performs a combination of duties related to one or more components of the CYP. Duties are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies. **Performs other related duties as assigned.**

QUALIFICATIONS REQUIRED:

- **All applications must contain a copy of a high school diploma/GED or higher degree; All Spouse Preference applications must contain a copy of official PCS orders; Incomplete applications will not be considered**
- Must have 2 years of administrative experience
- Must have cash handling experience
- Knowledge of general office automation software, practices and procedures in order to accomplish various work assignments
- Ability to maintain a computerized database
- Working knowledge of computer keyboard and Child and Youth Management System (CYMS) or equivalent database system
- Knowledge of military CDC, CDH, SAC, YP, R&R and the USDA Food Programs
- Experience working with military families and an understanding of military lifestyles is preferred
- Must possess strong interpersonal skills
- Must be able to communicate clearly and effectively both verbally and in writing in English
- Must be able to favorably pass both pre-employment and random drug testing as a condition of employment
- Must be able to favorably pass a pre-employment physical, provide evidence of immunization and be free of communicable disease
- Must meet Federal Employment suitability requirements and successful completion of background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms

HOW TO APPLY: Submit a NAF employment application form and Declaration For Federal Employment (form 306) to the NAF Human Resources Office, Building 3210, Anchors Catering and Conference Center, Naval Base, San Diego, 2375 Recreation Way, San Diego, California 92136-5518 or fax to (619) 556-9537. Applications may also be submitted via email to mwr.hr.dept@mwrsw.com. Submitted applications will be retained for 90 days. For more information, visit our website at <http://navylifesw.com/sandiego/about/jobs/>. Applicants who do not meet the above requirements may not be interviewed. Due to volume of applications received, applicants may not be notified of non-selection.

Participation in direct deposit upon employment is required.

Dept. of the Navy NAF 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. 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 Human Resource Office. 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 reliable and productive Federal workforce.