

*******JOB OPPORTUNITY*****
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: MWR 52-14

POSITION TITLE: Personnel Clerk; NF-0203-02

SALARY: \$12.00 - \$14.25 per hour; Regular-Full Time with benefits

LOCATION: MWR NAF Human Resources Office, NAS JACKSONVILLE, FLORIDA

AREA OF CONSIDERATION: LOCAL COMMUTE AREA

OPENING DATE: 24 June 2014 CLOSING DATE: Until Filled
1st Cut Off: 29 June 2014
2nd Cut Off: 08 July 2014

INTRODUCTION:

This position is located in the NAF Human Resources Office at Naval Air Station Jacksonville, FL. The best candidate for this position is self-motivated, highly organized and has strong multi-tasking abilities. This position assists in servicing an employee base of approximately 430+ employees year-round with an increase of 40-50 employees during the summer season. The NAF HR Office supports MWR, Navy Gateway Inns and Suites, Fleet and Family Services Center, Unaccompanied Housing, and CNRSE NAF positions as the primary office in all HR functions from employee relations to timekeeping.

BRIEF DESCRIPTION OF DUTIES:

This position is responsible for providing recruitment and placement service to non-appropriated fund activities; receives requests to fill vacant positions ensuring all required documentation is completed correctly. Will review all applications/resumes and will forward qualified applicants to hiring managers for review/selection. Will provide information that will support NAF HR to include but not limited to hiring, benefits, pay and timekeeping, clarifying locally established operating procedures and ensure background/security processes are completed accurately and timely. The main responsibilities of this position is the indoctrination process of new and/or returning employees to include background clearance, E-Verify, and benefit enrollment; will prepare documents and forms

necessary to formalize these employment actions and ensure information completed by employee is correct. Will be responsible for input and updating SAP/HR (NAF HRIS system) as needed, pulling reports bi-weekly, monthly, quarterly or as required and requested by the chain of command; will assist with payroll issues for installation employees utilizing the KRONOS timekeeping system. Incumbent must have strong organizational skills and be detail oriented as meeting an ever changing array of deadlines is necessary. The ideal candidate must be a motivated self-starter as the incumbent will be required to utilize their own initiative to complete assignments once initial training has been completed. Must be able to work and communicate professionally with a widely divergent populous that includes Active Duty military members of all ranks, military dependents, and civilian personnel at all levels.

QUALIFICATIONS REQUIRED:

Must have knowledge of and skill in applying basic human resource rules, regulations, and standard operating procedures; preferably 12 months or more. Documented ability base on application/resume that applicant can perform multiple tasks simultaneously. Documented knowledge and practical operational skill of Microsoft Office products is necessary and be able to use software programs to extract, revise, and/or sort information from files, records and/or databases as needed. Must have strong customer service skills with the ability to deal tactfully with persons in many different types of situations.

SPECIAL REQUIREMENT:

Incumbent must be able to obtain and maintain a positively adjudicated Secret Clearance (ANACI) background screening as a condition of appointment and continued employment as the position requires access to systems for the purpose of initiating background screenings.

Selectee will be required to sign a confidentiality agreement upon hiring.

Incumbent will be required to participate in the Direct Deposit program within the first 30 days of employment as this is the DOD standard method of payment for employees.

The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin,

age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.

We are a drug-free workplace

We are an E-Verify participant

Individuals requesting spousal preference must submit a copy of your sponsors' orders stating the ultimate activity is within a 50 mile radius of NAS Jacksonville along with a copy of your marriage certificate. A form can be picked up at the NAF HR Office that explains how Spousal Preference works. Without the supporting documentation to prove eligibility, preference cannot be given.

HOW TO APPLY:

All interested applicants are welcome to submit their completed NAF application OR resume in person, or by mail to:

MWR NAF Human Resources Office
P.O. Box 14 Bldg 1
Naval Air Station
Jacksonville, FL 32212

Or fax to: (904) 542-3424

Or email to: JAXS_NAS_MWRJOBAPPS@NAVY.MIL

NAF Application forms, and Request for Military Spouse Preference forms are available at MWR Personnel Office located in Building 1, on Langley Street between Yorktown and Saratoga Avenues. These forms can also be downloaded at <https://www.cnic.navy.mil/jacksonville>, click on "Fleet & Family Readiness" and then click on "MWR Jobs," and on Facebook at www.facebook.com/nasjaxmwr.
