# CNRSW New logo 1

# NAVY REGION SOUTHWEST FLEET & FAMILY READINESS

# 

***NON-APPROPRIATED (NAF)***

# VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** **15-142**

**Job Title, PPlan, Series, & Grade:** Human Resources Clerk, NF-0203-02

**Location:** Naval Base San Diego, CA

**Status:** Regular Full Time

**Salary:** $12.00-$14.00 Per Hour

**Opening Date:** 22 September 2015

**Closing Date:** Open Until Filled:

First Cut Off Date: 29 September 2015

**Area of Consideration:** All Sources - Relocation Expenses Not Paid

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Nonappropriated Fund (NAF) Support Services Office in Navy Region Southwest. The incumbent is responsible for processing and preparing a variety of personnel documents and providing clerical and administrative support for the NAF personnel program in support of the Community Support Programs. **Performs other related duties as assigned.**

**QUALIFICATIONS REQUIRED:**

* High school graduate with at least two years experience in an office environment
* General knowledge of automated data processing systems or knowledge of computer software such as word programs, outlook and excel
* Skill and ability to compile, gather, assemble, consolidate and comprehend personnel data
* Ability to establish and maintain various types of records and reports requiring accuracy
* Ability to establish and maintain effective communication and relationships with others
* Previous Non-Appropriated Fund Personnel experience is desirable
* 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 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.