

**Position:** Desk Clerk**Job Vacancy Notice#:** 08/12**Location:** Billeting Facility**Grade/Pay Band:** NF-0304-2**Salary:** \$10.25 per hour**Employment Category:** Flex up to 40 hrs. per wk.

Non-Competitive potential to regular position. Salary may be negotiable on performance.

In-house applicants (currently regular status) are eligible to negotiate for regular status upon selection

**Opening Date:** 13 Feb 2012**Closing Date:** Open until filled  
1<sup>st</sup> cut off date 17 Feb 2012**Area of Consideration:** All Sources

**Brief Description of Major 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. Is responsible for change fund. Accepts responsibility for front desk cash report, verifies cash drawer and reservation status. Closes out shift, runs cash report, balances cash drawer. Responsible for night audit, housekeepers room revenue and key control report. Ensures security of keys and doors. Provides information pertaining to activity operations to appropriate individuals in the absence of supervisor. Assists in maintaining uniform filing system for folios, registration cards and reports. Will answer telephone or operate telephone system. Relays messages to guests. Receives, sorts and distributes mail. Advises supervisor of any maintenance or guest problems. Calls emergency maintenance if warranted.

Provides support for PC users at Cyber Space Center. Instructs and guides users on basic software applications, internet access, downloading and computer games. Issues and collects video movies. Maintains video library. Opens and closes Cyber Space Center. Performs other related duties as assigned.

**Qualifications:** High School or Business School graduate. Six months of related experience preferred. Knowledge of basic cash handling techniques. Must be able to operate general office equipment. Telephone and computer skills a must. Knowledge of computer software applications, Internet access and downloading. Able to converse articulately, clearly and with courtesy. Knowledge of military protocol desirable.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit a MCCS Form #18. For all NF Exempt, NS Supervisory and NL Leader positions, applicants must submit MCCS Form #18 and a current resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position.

**MCCS is a Drug-free workplace. The use of illegal drugs by MCCS employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.**

**Conditions of employment:** Applicants are required to successfully complete a National Agency Check with Inquiries background check and screening. Direct Deposit is a mandatory condition of employment. MCCS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. Full consideration will be given to all qualified applicants without regard to race, sex, color, age, religion, physical handicap, national origin, marital status or political affiliation in accordance with the No FEAR Act of 2002. No FEAR Act also covers the Whistleblower Protection Laws.

**Three options to apply**

- \* *Apply in Person:* MCCS Human Resources 3704 Hochmuth Avenue Bldg 5 San Diego, CA 92140 To apply in person visit our website: [www.mccsmcrd.com](http://www.mccsmcrd.com) to register for base access. Accepting applications: Monday – Friday 8:00am – 3:30pm Office phone: 619.725.6226
- \* *Fax your resume:* 619.725.6233 Please put the following [Attn: Desk Clerk]
- \* *E-mail your resume:* [sandiego.vacancies@usmc-mccs.org](mailto:sandiego.vacancies@usmc-mccs.org)

