

Non-Appropriated Fund Activities

Announcement # NAF:005:04

Opening Date: 11/6/03 **Closing Date:** Open until filled

Position: Recreation Attendant (Auto) NF-0189-1, Flex hrs 28-40, \$7.75-\$8.75

Area of Consideration: All qualified applicants, local commuting area

Location: Morale, Welfare & Recreation Department, Auto Skills Center

Duty Station: Dahlgren, VA

Duties: The incumbent will be responsible for: issuing tools and equipment to patrons; assisting patrons by offering guidance in preventive maintenance and/or repair work being performed by patrons; adhering to regulations and safety procedures; operating hydraulic, electrical and gasoline powered equipment; operating cash register, receiving payments and making change; preparing the Daily Activity Report and performing other duties as assigned.

Qualification Requirements: Applicant must be able to work from 0900 to 1700 at least 4 days/week, some evenings and weekends; a citizen of the United States, or foreign national serving on active duty as a member of the U.S. Armed Forces, or a dependent. Basic eligibility will be determined by a review of the applicant's OF-612 or resume and consideration of relevant experience and training. Applicant should include all experience, training, education, awards, commendations and other information that is relevant to the Job Elements listed below. Applicant is urged to address each job element specifically.

Job Elements:

- 1) Knowledge of automotive tools and equipment.
- 2) Ability to communicate orally and in writing.
- 3) Ability to follow oral and written instructions.
- 4) Knowledge of basic mathematics and ability to operate cash register.
- 5) Knowledge of the operation and safety of electrical and gasoline-powered equipment.

How to Apply: Submit an application or resume and copy of last 2 performance appraisals.

Mail applications to the following address:

Naval District Washington/West-Dahlgren
Morale, Welfare & Recreation Department, Code CD25
17320 Dahlgren Road, Bldg. 100
Dahlgren, VA 22448-5100

Conditions of Employment

Background Check: Yes
Security clearance required: No
Supervisory/Managerial probationary period required: No
Drug test required: No
Permanent change of station travel may be authorized: No
Relocation services may be authorized: No

For Further Information: Call 540/653-7710